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## PART I

### Punjab Government Notifications and Orders

#### GOVERNMENT OF PUNJAB

#### DEPARTMENT OF HIGHER EDUCATION

#### (EDUCATION-1 BRANCH)

#### NOTIFICATION

The 1st March, 2023

No. HED-EDU10UNIV/103/2022-2edu/1/519834/2023.-

THE JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY REGULATIONS

#### CHAPTER-I

#### SHORT TITLE AND DEFINITIONS

*[Regulations framed under Section 20(s) read with Sections 1 and 2 of the Act]*

##### 1. Short Title and Commencement:

1. The Regulations here under may be called the Jagat Guru Nanak Dev Punjab State Open University Regulations 2021.
2. The Regulations shall come into force with effect from the date of their publication in Gazette of Punjab Government.

##### 2. Definitions:

The words/terms/expressions used in the Regulations shall have the meaning in consonance with the meaning as provided under the JGNDSOU Act, as under, unless the context otherwise requires -

- (i) "Academic Council" means the Academic Council of the University;
- (ii) "Academic Counselling" means informing, advising, guiding, tutoring and mentoring students individually or collectively on the curriculum; student tracking; providing feedback on performance; prevention of student dropout; and career prospects;
- (iii) "Academic Counsellor" A subject expert (teacher) who is competent to inform, advise, guide, tutor and mentor students on curriculum; facilitate the students in their progression in the course by providing feedback on their performance; finding solutions to the problems encountered by them and motivating them to successfully complete the programme of study;
- (iv) "Board" means the Board of Governors of the University;
- (v) "Board of Recognition" means the Board of Recognition of the University.
- (vi) "Board of Studies" means the Board of Studies of the University
- (vii) Centre for Internal Quality Assurance of the University will ensure the quality of programmes being offered in Open Distance Learning mode and Online mode;
- (viii) "Chancellor" means the Chancellor of the University;
- (ix) "College" means a College or other academic institution established or maintained by or admitted to the privileges of the University;
- (x) "Credit" means the Unit award gained by a learner with study efforts of minimum number of 30 study hours required to acquire the prescribed level of learning in respect of that Unit (A programme of study comprises courses and

courses consist of units and the number of units in a course is determined by the number of credits);

- (xi) "Course" means individual subject that is part of the pre-defined courses that constitute a programme.
- (xii) "Employee" means any person appointed by the University including teachers, other academic staff and officers/non-teaching staff of the University;
- (xiii) "E- Self-Learning"/ "E- Module"/ "E-Learning Material" for Online mode means includes contents in the form of structured course material, as a part of one or more courses in the Online Programme, in digital format delivered through Learning Management System, which is inter alia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study and includes contents in the form of a combination of the following e-Learning content, namely:
  - a. e-Text Materials;
  - b. Video Lectures;
  - c. Audio-Visual interactive material;
  - d. Virtual Classroom sessions;
  - e. Audio Pod casts;
  - f. Virtual Simulation; and
  - g. Self-Assessment Quizzes or Tests;
- (xiv) "Examination Centre" means a place where examinations are conducted, inter alia, for assessment of the learners pursuing programmes under Open and Distance Learning mode and Online mode and is having the requisite infrastructure relevant to respective mode of education including adequate manpower for smooth conduct of examinations and adhering to such minimum standards as specified in these regulations;
- (xv) "Finance Committee" means the Finance Committee of the University;
- (xvi) "Learning Management System" means a system to keep track of delivery of Online programmes/ courses, learner's engagement, assessment, results, reporting and other related details in one centralised location;
- (xvii) "Learner Support Centre" means a centre established, maintained or recognised by the University for advising, counselling, providing interface between the teachers and the learners, and rendering any academic and any other related service and assistance required by the learners;

- (xviii) "Learner Support Services" means and includes such services as are provided by the University in order to facilitate the acquisition of teaching-learning experiences by the learner to the level prescribed by or on behalf of the University in respect of a programme of study;
- (xix) "Online Mode" means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using internet, E- Self-Learning"/ "E- Module"/ "E-Learning Material and full-fledged programme delivery through the internet using technology assisted mechanism and resources;
- (xx) "Open and Distance Learning Mode" means a mode of providing flexible learning opportunities by overcoming the separation of teacher and learner using a variety of media, including print, electronic, digital, online and occasional interactive face-to-face meetings;
- (xxi) "Other Academics" means Deputy Directors and Assistant Directors and such other persons as may be designated as such by the Regulations for implementation of the transaction of curriculum through organising and administering support services to the learners to facilitate their successful completion of programme of study.
- (xxii) "Planning Board" means the Planning Board of the University;
- (xxiii) "Programme" means a set of pre-defined courses approved by the Academic Council of the University, successful completion of which will lead to the award of a Degree, Diploma or Certificate.
- (xxiv) "Regulations" means the regulations made by any authority of the University under this Act for the time being in force;
- (xxv) "Self-Learning Material" for Open and Distance Learning mode means and includes content in the form of course material, whether print or in e- form, which is inter alia self-explanatory, self-contained, self-directed at the learner and amenable to self-evaluation and enables the learner to acquire the prescribed level of learning in a course of study but does not include text-books or guide-books;
- (xxvi) "School" means a School of Studies of the University;
- (xxvii) "State Government" means the Government of the State of Punjab;
- (xxviii) "Student" means a student of the University and includes any person who has enrolled himself for pursuing any course of study of the University;
- (xxix) "Teachers" means Professors, Associate Professors, Assistant Professors and such other persons as may be designated as such by the Regulations for

imparting instruction in the University or for giving guidance or rendering assistance to students for pursuing any course of study of the University;

(xxx) "University" means the Jagat Guru Nanak Dev Punjab State Open University established under this Act; and

(xxxī) "Vice-Chancellor" means the Vice-Chancellor of the University.

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**CHAPTER II-A**  
**BOARD OF GOVERNORS**

*[Regulations under and consistently with the provisions of Section 14 of the Act]*

1. (a) The Board shall consist of a Chairman, ten ex-officio members and eight nominated members.
- (b) The Chancellor shall, on the advice of the State Government, nominate the following members of the Board for a period of three years and they shall be eligible for re-nomination for another term of the same period, namely:-
  - (i) two members from amongst the eminent Industrialists;
  - (ii) two members from amongst the eminent educationists;
  - (iii) two heads of the department by rotation from amongst the heads of the departments of the University; and
  - (iv) two persons of distinguished merit in social work, politics, civil services and science and technology.
- (c) The following shall be the ex-officio members, namely:-
  - (i) Vice-Chancellor, Jagat Guru Nanak Dev Punjab State Open University;
  - (ii) Vice-Chancellor, Punjabi University, Patiala;
  - (iii) Vice-Chancellor, Guru Nanak Dev University, Amritsar.
  - (iv) Administrative Secretary to Government of Punjab, Department of Higher Education;
  - (v) Administrative Secretary to Government of Punjab, Department of Finance;
  - (vi) Administrative Secretary to Government of Punjab, Department of Medical Education and Research;
  - (vii) Administrative Secretary to Government of Punjab, Department of Technical Education;
  - (viii) Vice-Chairman, University Grant Commission, New Delhi or his nominee;
  - (ix) President of the Confederation of Indian Industry or his nominee; and
  - (x) President of the PHD Chamber of Commerce and Industries or his nominee.

- (d) The member(s) of the Board except at b (iii) and c (i) above shall be entitled to sitting fees and TA/DA for attending the meeting as per the rules of the University.
2. When a vacancy occurs in the Board due to resignation or death of a member or otherwise, the same shall be filled in the manner provided in subsection 1(b): Provided that the person who fills such vacancy shall hold office for the unexpired portion of the term for which the person in whose place he becomes a member would have otherwise continued in office.
  3. The Board shall exercise all the powers of the University not otherwise provided for by the Act, Statutes, Ordinances and Regulations for the fulfillment of the objectives of the University. The Board of Governors shall have the power regarding conduct of meetings and agenda.
  4. The Chairman, Board of Governors, or in his absence the Vice-Chancellor, shall preside at all meetings of the Board of Governors; but in the absence of both the Chairman Board of Governors and the Vice-Chancellor, the members present at a meeting shall elect a Chairperson to preside at such meeting.
  5. The order of speaking and conduct of business at meetings shall be regulated by the Chairman, or, in his absence, Vice-Chancellor who is presiding. Unless there is any regulation to the contrary, all matters shall be determined in accordance with the vote of majority of members present. In case the votes are equal, the Chairman shall have a second or a casting vote.
  6. The quorum for a meeting of Board of Governors shall be six (06) members including the Chairperson. In case the quorum is not complete within half an hour of the time fixed for the meeting, the meeting shall not be held and the Registrar shall record that fact.
  7. The Registrar shall be the secretary of the meeting of the Board of Governors.
  8. The meetings of the Board of Governors shall be held on a date to be fixed by the Vice-Chancellor in consultation with the Chairperson.
  9. Not less than ten days before the date of a meeting, the Registrar shall, under the directions of the Vice-Chancellor, issue an agenda paper to all members of Board of Governors specifying the date, hour and place of the meeting and the items of business to be brought in the meeting. However, the Chancellor or the Chairperson of the Board of Governors or the Vice-Chancellor may convene meeting at a shorter notice in case of an emergency.
  10. Should the Chancellor, the Chairperson Board of Governors or the Vice-Chancellor or at least six members of Board of Governors in a joint requisition

- signed by all such members consider a special meeting of the Board of Governors to be necessary, (s)he/they shall intimate to the Chairperson of the Board of Governors, the purpose of such a meeting and the Chairperson shall fix a date for the special meeting of Board of Governors so requisitioned.
11. The Board of Governors shall meet in Convocation on such date and time as may be fixed by the Chancellor or the Chairperson of Board of Governors for the purpose of conferring such degrees, diplomas, titles, licenses and marks of honors as have been previously sanctioned by the Board of Governors.
  12. Without prejudice to the generality of its powers of management and superintendence over the affairs, concerns and property of the University as per clause 6 of the Act, the Board of Governors shall, in particular, consider and take decision in the following matters:
    - (a) Conferring the designation of Honorary Professor of the University on any distinguished teacher who has rendered eminent services to the cause of education;
    - (b) Grant of honorary degree, diplomas, titles, licenses, marks of honour, prizes, and rewards.
  13. Consistent with the provisions of the University Act, the Board of Governors may delegate any of its functions to the Vice-Chancellor or to a Committee appointed from amongst the members of the Board of Governors.
  14. It shall be open to a member to move for a change in the order of business as stated in the agenda paper. If the motion is agreed to by majority of the members present at the meeting, the business shall be transacted in the changed order.
  15. Proposals concerning the following may be moved without notice:
    - (a) Urgent business not included in the agenda.
    - (b) Appointment of a Committee to consider and report on any matter before the Board of Governors at the time.
    - (c) Adjournment of the debate on any question to a subsequent meeting or adjournment of the meeting.
    - (d) Congratulations or condolence or vote of thanks with the permission of the Chairperson.
    - (e) Any other matter with the permission of the Chairperson.
  16. A member shall address the meeting only with the permission of the Chairperson. No member shall address the meeting after the Chairperson has called for a vote. Further;

- (a) A member, when speaking, shall address the Chair.
  - (b) The ruling given by the Chairperson shall be final.
  - (c) The Chairperson may fix a time limit for discussion by the House and/or speech by a member whenever a debate at any proposal or amendment is unduly protracted. In case the Chairperson considers that the proposal or amendment has been sufficiently discussed, he may put the question to vote.
  - (d) The Chairperson may, at his discretion, limit the duration of speeches on any subject at any stage.
17. A meeting may be adjourned and again fixed by the Chairperson to take up unfinished business to a specified date and hour
18. When the debate, if any, is concluded, the Chairperson shall put the proposal to vote. All questions shall be decided by majority of votes of the members present and voting. The Chairperson shall be entitled to vote on any question and if the votes be equally divided, he/she shall have a second or casting vote. On a motion being put to vote, the Chairperson shall call for a show of hands and announce the result of the voting. Any member may then demand a poll which shall be taken in such manner as the Chairperson may direct.
19. The minutes of the proceedings of each meeting shall be recorded by the Registrar and submitted to the Chairperson of the meeting for approval. The Registrar shall send a copy of the minutes of the proceedings approved by the Chairperson to each member of the Board of Governors within one month after the meeting.

## 20. REGULATIONS COMMITTEE

- a) The Vice-Chancellor shall appoint the Regulations Committee consisting of five members as follows:

i)	Two members to be nominated by the Board of Governors out of which at least one member should have legal background.	Members
ii)	One member to be nominated by the Vice-Chancellor.	Member
iii)	Controller of Examinations	Member
iv)	Registrar	Member Secretary

- b) The quorum for a meeting of the Committee shall be three.
- c) All proposals for framing of or amendments of regulations shall be submitted to the Board of Governors through this Committee.

- d) The Regulations Committee may be consulted by the Vice-Chancellor or Board of Governors on issues related to legal interpretation of the Act of incorporation, regulations or sub-regulations, if any.
- e) The term of the nominated members of the Regulations Committee shall be two years.
- f) Consistent with Section 20 of the Act, 2019, the Regulations Committee shall recommend/propose the incorporation of new or additional regulations to amend/repeal any regulations. The Board of Governors shall consider all amendments recommended by the Regulations Committee for acceptance or may make any alterations as it deems fit. The decision of the Board of Governors on the proposed amendments and regulations shall be final.
- g) A regulation shall take effect from the date of its approval from the Board of Governors unless any other date is named therein as the date upon which it is to come into force.



**CHAPTER II-B**  
**ACADEMIC COUNCIL**

*[Regulations under and consistently with the provisions of Section 15 of the Act]*

1. The Academic Council shall consist of the following members, namely:-

(i)	Vice-Chancellor;	Chairman
(ii)	Dean of Faculties;(Including Dean Academic Affairs)	Member
(iii)	Heads of the Departments or Schools of the University;	Members
(iv)	Principals of five colleges situated in State to be nominated by the Board;	Members
(v)	Director, Public Instructions (Colleges), Punjab;	Member
(vi)	Director, Technical Education and Industrial Training, Punjab;	Member
(vii)	Two eminent industrialists to be nominated by the Board; and	Members
(viii)	Two eminent educationists to be nominated by the Board.	Members

2. The nomination of members mentioned at serial numbers (iv), (vii) and (viii), shall be for a period of two years from the date of notification.
3. The member (s) of the Academic Council at sr.no.(iv) to sr.no. (viii) shall be entitled to get sitting fees and TA/DA for attending the meeting as per the rules of the University.
4. The Registrar as Secretary shall convene meetings as the Vice-Chancellor may direct. Not less than seven days before the date of the meeting, the secretary shall issue an agenda paper to every member specifying the date, hour and place of the meeting and the items to be brought before the meeting provided that the Secretary under the direction of the Vice-Chancellor may place more items before the meeting at a shorter notice.
5. The Vice-Chancellor shall preside over all meetings. In the absence of the Vice-Chancellor, the Dean, Academic Affairs shall preside.
6. Five members of the Academic Council shall form the quorum for the meeting and no business shall be conducted or considered valid at a meeting without the quorum.



7. All questions shall be decided by a majority vote of the members present at the meeting. The Chairperson shall have a second or casting vote in case of equality of votes.
8. The Academic Council shall have the following powers, namely:
  - a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards;
  - b) to consider matters of general academic interest either on its own initiative or on a reference from the Planning Board or the Faculties or the Board of Governors and to take appropriate action there on;
  - c) to recommend to the Board of Governors such regulations and rules consistent with the Act and the Regulations issued by Apex bodies from time to time regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fees and other academic requirements;
  - d) to approve the academic programmes to be offered by the University, including the course curricula leading to the award of degree, diploma and certificate;
  - e) to advice the Board of Governors on all academic matters;
  - f) to recognize on such conditions, as may be prescribed, the degrees, diplomas, certificates issued by other Universities and institutions of higher learning and accord such recognition on reciprocal basis wherever applicable; and
  - g) to recommend to the Board of Governors for withdrawal of a degree, diploma or a certificate conferred on any person.

## CHAPTER II-C

### FACULTIES

*[Regulations under and consistently with the provisions of Section 13 (iii) read with Section 20(s) of the Act]*

1. The Schools shall be constituted by the Board of Governors on the recommendation of the Academic Council and each school shall have separate faculties.
2. The Faculty of each school shall consist of :
  - a. Dean, Academic Affairs
  - b. Dean of the Faculty
  - c. Director, Internal Quality Assurance Cell
  - d. Not more than three Professors of the departments under the School on seniority basis
  - e. Not more than two Professors from the department outside the School nominated by the Vice-Chancellor
  - f. One Associate Professor and two Assistant Professors of the departments under the School on seniority basis
  - g. Two outside experts nominated by the Vice-Chancellor
3. Outside experts as at 2(g) shall be entitled to get sitting fees and TA/DA for attending the meeting as per the rules of the University.
4. The senior most Assistant Professor shall be the secretary of the faculty. In the absence of the senior most Assistant Professor, Dean Academic Affairs will nominate the Secretary.
5. The term of the faculty will be two years from the date of notification. In case of any vacancy, the new member will be nominated by the Vice-Chancellor for the remaining term.
6. Dean, Academic Affairs, and in his/her absence the Dean of the Faculty, shall preside at all meetings of a Faculty. In the absence of Dean, Academic Affairs and Dean of the Faculty, the members present at each meeting shall elect a member to preside. Further, the Vice-Chancellor shall preside at a joint meeting of two or more Faculties. In the absence of the Vice-Chancellor at a joint meeting, the members present shall elect a member to preside.
7. The quorum of the meeting of a faculty shall be five members including the Chairperson whereas in the joint meeting of the faculties, the quorum shall be eight including the Chairperson.

8. Meeting shall be convened by the Secretary of the Faculty concerned as and when the Dean Academic Affairs or, in his absence, the Dean of the Faculty may direct.
9. Not less than seven days before the date of the meeting, the Secretary shall issue an agenda paper to every member specifying the date, hour and place of the meeting and the items to be brought before the meeting: Provided that the Secretary under the directions of the Dean Academic Affairs or the Vice-Chancellor may place more items before the meeting at shorter notice.
10. Proceedings of all meetings of the Faculties shall be sent to the Registrar for further consideration of the Academic Council or the Board of Governors as the case may be, or for such action as may be necessary.
11. Every Faculty shall consider recommendations of the Board of Studies for approval/amendment or forward the same to the Academic Council with such modifications, if any, in respect of:
  - a. Minimum qualifications required for admission to various Courses;
  - b. Any other Conditions for admission to degrees, diplomas, licences and marks of honour;
  - c. Syllabi and Courses of reading to be completed by candidates for the examinations of the University;
  - d. Consider any other matter that may be referred to by the Academic Council.
12. The recommendations of the Faculties in regard to policy matters relating to course curriculum, Inter disciplinary bearing or major changes in the existing courses shall be submitted to the Academic Council for approval. The Council shall, however, not alter, modify, or amend them without referring them back to the Faculty concerned for reconsideration. In case of dissent between the Faculty and the Academic Council, the recommendations of the Faculty shall be forwarded to the Board of Governors along with the recommendations of the Academic Council for final approval.
13. All matters affecting a faculty shall be decided by the Academic Council or the Board of Governors only after its having been first referred to the Faculty for opinion. In case of doubt, the Vice-Chancellor under this regulation shall decide what matter shall be referred to any Faculty. However, in case of conflict, the decision of the Board of Governors shall be final.

14. In the absence of any recommendations by the Faculties, or appropriate Board(s) or Committee, the matter shall be referred to the Academic Council for further recommendation to the Board of Governors for final approval.

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## CHAPTER II-D

### BOARDS OF STUDIES

*[Regulations under and consistently with the provisions of Section 13 (iv) read with Section 20(s) of the Act]*

1. Every department of the School shall have a Board of Studies consisting of the following members, namely;
  - a) Head of the department – Chairperson;
  - b) All Professors of the department.
  - c) Two Associate Professors and One Assistant Professor of the department by rotation
  - d) Two Professors or Associate Professors of other department(s) of the University
  - e) two outside experts to be nominated by the Vice-Chancellor.
  - f) Two persons, who are not the employees of the University, co-opted by the Board of Studies for their specialized knowledge assigned to the School of Studies or in any allied branch of knowledge; and
2. Outside expert(s) as at 1(e) & (f) shall be entitled to get sitting fees and TA/DA for attending the meeting as per the rules of the University.
3. The term of the Board of Studies shall be two years from the date of notification. If there is any vacancy, the same will be filled for the remaining term by nomination by the Vice- Chancellor.
4. The Board of Studies shall meet at least once a year to approve launching of new programmes and revision of on-going programmes offered by the School of Studies.
5. The quorum for the meeting of the Board of Studies shall be five members.
6. The Board of Studies shall have the powers to perform the following functions:
  - a. to approve all research work related to the School of Studies;
  - b. to approve the course structure of the academic programmes of the School of Studies, in accordance with the directions of the Academic Council, on the recommendation of the Expert Committee(s) constituted by it;
  - c. to approve the syllabus in accordance with the course structure on the advice of the Expert Committee(s);
  - d. to appoint course writers, examiners and moderators for different courses on the proposal of the Director of the School prepared in consultation with

the Professors/Associate Professors of the discipline assigned to the School of Studies;

- e. to formulate proposals for orientation programmes for course writers and counsellors in collaboration with other Schools of Studies;
- f. to prepare general instructions for counselling to students for different programmes;
- g. to review methodologies adopted for preparation of educational materials (Self-learning Materials/ E-Self learning Materials/ E-Modules/ E-Learning Materials) for the courses in the disciplines assigned to the Schools of Studies, to evaluate the educational material, and to make suitable recommendations to the Academic Council;
- h. to review from time to time the courses already designed and developed with the assistance of outside experts, if necessary, and to make such changes in the course, as may be required; and
- i. to perform all other functions provided under the Act and Regulations, as may be referred to it by the Board of Governors, the Vice-Chancellor, the Academic Council, the Planning Board, Centre for Internal Quality Assurance or the Board of Recognition.



**CHAPTER II-E**  
**PLANNING BOARD**

*[Regulations under and consistently with the provisions of Section 13 (v) read with  
Section 16 of the Act]*

1. The Planning Board shall consist of the following persons, namely:-
  - (a) the Vice-Chancellor;
  - (b) the Administrative Secretary to Government of Punjab, Department of Finance or his nominee;
  - (c) the Administrative Secretary to Government of Punjab, Department of Higher Education or his nominee;
  - (d) the Administrative Secretary to Government of Punjab Department of Technical Education or his nominee;
  - (e) not more than ten persons of high standing in public life, education and industry who shall be appointed by the State Government.
  - (f) The Registrar shall be the Secretary of the Planning Board.
  - (g) The Dean Academic Affairs shall be special invitee to the meetings of the Planning Board.
2. The term of ten nominated persons as at 1(e) above shall be for two years from the date of notification.
3. The member(s) of the Planning Board at 1(b) to 1(e) shall be entitled to get sitting fees and TA/DA for attending the meeting as per the rules of the University.
4. The Vice-Chancellor shall preside at all meetings of the Planning Board. In his absence, the members present may elect another member to preside at such a meeting.
5. The conduct of business and order of speaking shall be under the control of the Vice-Chancellor, or, in his absence, of the member who is presiding.
6. Five members shall form the quorum for a meeting of the Planning Board.
7. The decision of the majority of the members present shall prevail. When the votes are equal, the Vice-Chancellor or the member presiding shall have a second or casting vote.
8. Meetings of the board shall be convened by the Registrar as directed by the Vice-Chancellor.
9. Ordinarily not less than seven days before the date of the meeting, the Registrar shall under the direction of the Vice-Chancellor, issue to every member an agenda paper, specifying the date, hour and place of the meeting, and the items to be

brought before the meeting: Provided that the Registrar, under the direction of the Vice-Chancellor, may place more items before the meeting at a shorter notice.

10. All proceedings at the meetings shall be recorded in writing and signed by the Registrar and countersigned by the Vice-Chancellor or Chairperson.
11. The Planning Board shall have the right to advise the Board of Governors and the Academic Council on any matter which it may deem necessary for the fulfillment of the objectives of the University, including the planning and development of the University in respect of the standard of education and research in the University.
12. In case there is any difference of opinion between the Planning Board and the Academic Council on any matter, it shall be referred to the Board of Governors whose decision shall be final.
13. The Planning Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
14. The Planning Board shall meet at such intervals as it may feel necessary, but it shall meet at least twice in a year.

## CHAPTER II-F

## FINANCE

*[Regulations under and consistently with the provisions of Sections 17 and 20(s) of the Act]*

1. (a) The Finance Committee shall advise about the control of finances of the University.

(b) The Finance Committee shall consist of the following members, namely:-

(i)	the Vice- Chancellor;	Chairman
(ii)	the Administrative Secretary to Government of Punjab, Department of Finance;	Member
(iii)	the Administrative Secretary to Government of Punjab, Department of Higher Education;	Member
(iv)	two members of the Board, to be nominated by the Chairman; and	Members
(v)	Registrar	Member Secretary

2. (a) The Finance Officer of the University shall be the special invitee to the meetings of the Finance Committee without voting rights.

(b) Three members shall form the quorum for a meeting of the Finance Committee.

(c) The term of the nominated members of the Finance Committee shall be of two years.

3. The functions of the Finance Committee shall be:

(a) To advise the Board of Governors on all financial matters and periodically review the financial position of the University so as to suggest ways and means for its improvement and also make recommendations related to University finances to the Board of Governors.

(b) To examine and advice the Board of Governors regarding:

- (i) the annual budget estimates;
- (ii) applications for revision of existing pay scales; and
- (iii) creation and pay scales of new posts.

4. The Finance Committee shall recommend to the Board of Governors to fix the remuneration payable to course writers, counsellors, examiners and invigilators.

and for travelling/other allowances payable to them;

5. The Finance Committee shall recommend to the Board of Governors to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities or purchase of any immovable property in the State as it deems fit.
6. The Vice-Chancellor shall have authority, subject to the approval of the Board of Governors, to create temporary posts of class B and C employees out of the following Budget Heads:
  - (a) "Temporary Establishment" (Subject to the approval of the Board of Governors); and
  - (b) "Conducting Examination - Temporary Establishment" (Vice-Chancellor authorized with the approval of the Chairman, Board of Governors)
7. Meetings of the Board of Finance shall be convened by the Registrar as directed by the Vice-Chancellor.
8. The Accounts of the University on double entry system shall be kept by the Registrar and shall conform to the financial year which shall be from April to March 31 of the following year.

#### BUDGET

9. The Budget Estimates recommended by the Finance Committee, shall be considered and approved by the Board of Governors of the University not later than 31st March of each year.
10. In the Budget estimates, credit shall be taken of-
  - (a) the actuals of the two previous years;
  - (b) the revised figures for the current year; and
  - (c) the estimates for the budget year, in respect of -
    - (i) the amount of the interest and profits of the General Endowment Fund,
    - (ii) the amount of the General grant,
    - (iii) subscriptions and donations estimated with reference to the average receipts from this source during the previous three years, excluding subscriptions given for investments of exceptionally large amount; and
    - (iv) income from fees.
11. All funds and moneys belonging to the University shall be kept in the name of the Jagat Guru Nanak Dev Punjab State Open University in a Nationalised Bank Or **a Scheduled Bank** provided that investment in a current account or fixed deposit or in any other mode for an amount to be determined by the Board of Governors may be made in the securities approved under the Indian Trusts Act, 1882, or a Nationalised Bank with the approval of the Board of Governors.

12. The following accounts shall be kept in a Nationalised Bank:-

- (a) Current Account;
- (b) Provident Fund;
- (c) Special Endowed Trusts;

and under such other accounts as may be determined by the Board of Governors from time to time.

13. The Registrar shall maintain-

- (a) For Special Endowed Trusts Fund:
  - (i) A Cash Book
  - (ii) A Ledger, exhibiting a separate personal account for each trust
  - (iii) A Bank Pass Book.
- (b) For the General Endowment Fund:
  - (i) A Cash Book
  - (ii) A Ledger Exhibiting a Separate Account for Each Fund
  - (iii) A Bank Pass Book
- (c) For Current Account/Savings:
  - (i) A Cash Book
  - (ii) A Classified Register of Receipts
  - (iii) A Classified Register of Expenditure
  - (iv) A Bank Pass Book
- (d) For Provident Fund Account:
  - (i) A Cash Book
  - (ii) A Ledger, exhibiting a separate personal account
  - (iii) A Bank Pass Book
  - (iv) A Liability Register
- (e) For the Gratuity Fund Account:
  - (i) A Cash Book; and
  - (ii) A Bank Pass Book

14. No transfer shall be allowed from 'Provident Fund' or 'Special Endowed Trusts Fund' to any other account except with the previous sanction of the Board of Governors.

15. All property belonging to the University shall be held in the name of the University. For the purpose of drawing interest upon such Government Stock or Government Promissory Notes, as are held in the name of the University, the Registrar shall have authority to take necessary action, but for transferring any

part of such Government Stock or Government Promissory Notes, the Vice-Chancellor and the Registrar shall have joint authority to do all such acts as may be necessary.

16. The Vice-Chancellor, may order, subject to the control of the Board of Governors, that any un-invested balance at the credit of any particular trust, or of any other University accounts, shall be invested in Government Securities or in fixed deposits for the benefit of the Account concerned.
17. It shall be the duty of the Registrar to see that all sums granted to, and accepted by the University for specific objects, such as the establishment of a Professorship or a Scholarship, or for the grant of a prize or a medal, or other special award, shall be invested wherever practicable in Government securities or fixed deposits and brought to credit under the proper head of account.
18. Securities held in the name of the University shall not be sold without sanction of the Board of Governors.

#### RECEIPTS

19. All sums received on account of the University shall be received by the Registrar and shall be forthwith sent by him to a Nationalised bank for credit to the account concerned, and shall not be used by him to meet current expenditure.
20. The funds of the University shall have to be deposited in a Nationalized Bank or a Scheduled Bank. The investment can be made either in Nationalized Bank or a Scheduled Bank or Government owned securities. The Accounts shall be opened in the name of the University. The Registrar shall be competent to operate the accounts under the following distinct heads:
  - (a) Current Account
  - (b) Saving Bank Account
  - (c) Employee Provident Fund / General Provident Fund Account
  - (d) Gratuity Fund Account
  - (e) Special Endowed Trusts and General Endowment Fund Accounts and
  - (f) Pension Fund Accounts
  - (g) such other 'heads' as may be determined by the Board of Governors from time to time.

No inter se transfer shall be made from accounts (c), (d) or (e) to any other account. The Registrar shall, however, be competent to effect temporary



transfer of funds between the Current Account and the Saving Bank Account. The account mentioned at 'f' shall be invested as per government instruction from time to time.

21. All donations made to the University shall be reported to the Board of Governors.
22. The minimum amount for acceptance of a donation by the University for instituting a medal/prize in the name of one person should not be less than Rs.10,000 (Ten thousand rupees).
23. When an offer for a donation is received from any source, the following information be also placed on record by the University office before the proposal is sent up to the Board of Governors:-
  - (a) A brief resume of the donor.
  - (b) A brief resume of the person in whose memory or after whom the donation is proposed to be named, specially his/her connection or interest in relation to the objectives for which the Jagat Guru Nanak Dev Punjab State Open University stands.

#### EXPENDITURE

24. All bills shall be checked by the officials to whom this duty is assigned and certified as correct and signed by the Registrar or any other officer or officers authorized for the purpose. No payment shall be made except as provided in the Regulations.
25. When the sanction of the Board of Governors is required for the payment of any bill, the Registrar shall obtain such sanction before payment is made and shall endorse on the bill a reference to the sanction of the Board of Governors, as the case may be.
26. All expenditure shall be incurred subject to the budget allotment for the year and to the rules regarding the power to sanction expenditure.
27. Payments shall be made by cheques signed by the Finance Officer. The Board of Governors, may, however authorise any other Officer or Officers to sign cheques up to Rs.2.5 lacs each.
28. The Registrar is empowered-
  - a) To pass bills and make payments relating to fixed charges for which provision is made in the Budget as well as fees to examiners, printers, bills

relating to conduct of examinations, payment to temporary staff, and ordinary contingencies;

- b) to make payment of bills which are approved by the Board of Governors; and
- c) to make payments of bills which are duly passed and forwarded by Heads of University Teaching Departments.

The Registrar shall obtain sanction of the Board of Governors for payment of any other charges.

29. The competent authority for sanctioning of expenditure shall be as follows:

- (a) The Registrar shall be competent to sanction expenditure up to Rs.50,000/- (Rupees Fifty Thousand only);
- (b) The Vice-Chancellor shall be competent to sanction expenditure up to and above Rs.50,000/- (Rupees Fifty Thousand only);
- (c) Payment of all electricity, water charges and telephone bills etc. shall be sanctioned by the Registrar on actual basis.

30. The Board of Governors may assign to one or more officers the power of the Registrar to pass or pay bills, up to Rs. 50,000 each.

31. To meet petty expenditure, the Vice-Chancellor, may sanction such advance to the expending authority as he may consider necessary. The Officer holding the advance shall be personally responsible for it.

Explanation:- Petty expenditure covers all legitimate expenditure not exceeding Rs.5000/- at a time incurred without waiting to receive payment from the Registrar after submission of the bill.

32. To meet the expenditure of an urgent nature, the Registrar may sanction such advances to the expending authority as he/she may consider necessary against the budget provision in respect of all Departments/Officers up to Rs.10,000/- (Rupees Ten Thousand Only). Approval of the Vice-Chancellor shall be required for the amounts above Rs. 10,000/- (Rupees Ten Thousand Only). The Head of a Teaching Department/Centre may seek advance as per the requirement to be sanctioned by the competent authority. Provided that in the absence of the Registrar/Vice-Chancellor, the Finance Officer shall be authorized to sanction such advances subject to confirmation of the advance from the competent authority on his return. The Finance Officer shall be competent to approve adjustment of the advances.

The person holding the advance shall be responsible for its judicious

spending and submitting the adjustment account along with all documents/bills within one month from the date of completion of event. The Office Superintendent, Senior Assistant/Assistant and the clerk concerned shall be jointly responsible for adjusting the amount of the advance within one month after the receipt of all documents/bills.

33. Payments shall be made through crossed cheques/ online transfer duly authorized by the Registrar, or as may be authorized by the Board of Governors from time to time.
34. All payments shall be made by cheque or online transfer.
35. Use of the Staff Car for non-official purpose by the Vice Chancellor shall be charged as follows:

(A)	(i)	Upto 200 kms	Rs.300 per month
		or	
	(ii)	Upto 400 km	Rs.600 per month
(B)		Any kms. exceeding above limits, at the rate of Rs.5.00 per kilometre.	

The officer shall be allowed to choose either of the above said two options only once in a financial year and which cannot be changed in that financial year.

Apart from above, the rates for the use of the staff car by Registrar or any other officers for non-official purpose shall be as follows:-

- |       |  |                  |
|-------|--|------------------|
| (i)   | Upto 200 kms   | Rs.300 per month |
| (ii)) | Any kms. exceeding 200 kms at the rate of Rs.5.00 per kilometre. |                  |

Above rates are as per the current rates of the Punjab Govt. and are liable to be amended from time to time, according to the rates of Punjab Govt.

36. Vouchers in support of all items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may, with the sanction of the Vice-Chancellor, be destroyed, provided that all accounts or documents relating to trusts, donations and subscriptions shall be preserved. **Further, the documents relating to legal matters be retained till final disposal of the case(s) permanently.**
37. For concurrent audit of the University accounts and of all the bills before they are paid, an Auditor may be appointed by the government on request from the University. In case the government does not accede to this request, the Board of Governors shall appoint an Auditor for the purpose. The Auditor shall

hold office for such period and shall receive such remuneration as the Board of Governors may sanction from time to time.

38. The Registrar shall prepare an Annual Account Statement showing in detail the state of each of the accounts described in the Regulations which shall be checked and countersigned by the Auditor. The Account Statement shall then be submitted to the Finance Committee and the Board of Governors.
39. It shall be the duty of the Auditor to submit to the Finance Committee a brief half-yearly audit report with particular reference to following points:—
- (a) that the accounts of the University are properly kept;
  - (b) that the state of the balance shown therein agrees with the Bank's account;
  - (c) that all payments are supported by proper vouchers and that they are authorized under proper sanction; and
  - (d) that all receipts and payments are classified in accordance with the rules and regulations of the University.
40. It shall also be the duty of the Auditor to prepare and submit to the Finance Committee annually a duly certified audit report of the University accounts to be further submitted to the Board of Governors.
41. The Vice-Chancellor is empowered to sanction the imprest money to different officials of the University for running day to day expenses of the University.

#### PROCUREMENT POLICY

42. Purchase up to Rs. 5000/- (five thousand only) can be made by the Head of the Department without quotation either Cash or on Bill basis, **as per procedure and norms prescribed by the Punjab Govt., from time to time.**
43. Quotations/tenders shall be invited for all purchases exceeding Rs. 5000/-, **as per procedure and norms prescribed by the Punjab Govt., from time to time, including instructions relating to GeM, E-procurement, etc.** The Head of the Department shall prepare a comparative statement of the rates obtained and place the order of his requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Vice-Chancellor shall be obtained before placing the order giving the reasons for accepting the higher quotation/tender. Provided that it shall not be necessary to invite quotations/ tenders in the following cases:
- (a) Purchases made on the spot selection by a committee of senior officers/ Heads of the Department appointed by the Vice-Chancellor for specified purchases, where the aggregate value of such purchases does not exceed 50,000/-. This limit would, however, not apply to the purchases of building material for the construction department. Provided further that before making such purchases, the committee shall obtain a certificate from the Vice-Chancellor at purchase on the spot selection is necessary and is in the interest of the University.
  - (b) Purchases made from authorized dealers of specific brands e.g., D.C.M., Ramington Typewriter, Godrej, Khira, Philips Electric Goods, Bata, Usha, Gestetner, etc., at the rates fixed by their principals for the whole of the

country/ region.

- (c) Purchases made from Government Departments or institutions, e.g., Jails, Government Work Centers, Government Emporiums (only those articles which are manufactured by them or their subsidiaries) and Co-operative Super Bazar/ Stores, etc.

44. The Head of the Department shall keep a regular record of purchases made and shall watch the flow of expenditure in a register maintained for the purpose to avoid excess expenditure over the budget provision.

45. Purchase by inviting Quotation up to Rs. 5,00,000/- **(The procedure and norms prescribed by the Punjab Govt., from time to time, including instructions relating to GeM, E-procurement, etc. are to be followed):**

- a) No purchase be made without obtaining the prior financial approval from the competent authority.
- b) Quotations for all purchases up to Rs. 5,00,000/- shall be invited under Registered Post/Speed Post/Courier with a minimum notice period of 10 days.
- c) A committee be got constituted from competent authority to open the quotations and make recommendations for the purchase on the basis of Quotations.
- d) For purchase by inviting Quotations, minimum three Quotations are required.
- e) If the number of Quotations is less than three first time, the quotations be invited for second time. **If the quotations are still less than three, then again the quotations be invited for the third time.**
- f) If after inviting the Quotations **for the third time**, the number is again less than three, then purchase be made after getting approval of the competent authority even in case of single quotation.
- g) After receiving the Quotations, a comparative Statement of Quotations be prepared and purchase be made from L-1 only.
- h) If the need for negotiating of the rates is felt, the negotiations for reducing the rates be made with L-1 only.
- i) The recommendations of the committee be got approved from the competent authority before making the purchase.



46. Purchase through e-tendering Rs. 5,00,000/- or above (The procedure and norms prescribed by the Punjab Govt., from time to time, including instructions relating to GeM, E-procurement, etc. are to be followed):

- a) No purchase through e-tender be processed without getting the prior financial approval of the competent authority.
- b) If the received tenders are three or more, the technical bid be opened and comparative statement of technical specification be prepared and decision be taken about the fulfillment of technical specification. If any clarification about technical specification is required, the same be sought.
- c) If the technical bids of specifications required are met by three or more firms then the financial bids of only those firms be opened who fulfill the technical specifications.
- d) The purchase be made from the L-1 and if the need is felt for negotiation, the negotiations be made with only L-1.
- e) The recommendation of the Committee for making purchase be got approved from worthy Vice-Chancellor before giving order to the firm.
- f) If the number of tenders is less than three and the technical specifications are met by the firms, then before opening the financial bid, the permission of the worthy Vice-Chancellor be obtained for opening the financial bid after following the laid down procedure and purchase be made.
- g) If the permission for opening financial bid is not granted, then re-tender be made for the purchase. If after re-tendering, the numbers of tenders are less than three, the purchase process be continued with less-than three tenders, if the technical specifications are met.
- h) The tender fee/EMD must be received through e-payment mode only in favor of Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala.
- i) EMD of the firms whose tenders are not accepted should be returned immediately.
- j) EMD of the firm, from whom the purchase is being made be retained and returned to the firm after the receipt of material as per specifications. In case of equipment, the EMD be returned after one year from the satisfactory installation and working of the equipment.



**WRITING OFF LOSSES****47. Competent Authority for Writing off Losses:**

The following shall be the competent authorities to write off losses as mentioned against each.

(i)	The Registrar	Single item up to Rs. 1000/- but the total losses not exceeding Rs. 5000/- in a Financial Year.
(ii)	The Vice-Chancellor	Total losses Up to Rs. 10,000/- in a Financial Year
(iii)	The Standing Committee	Losses Above Rs. 10,000/-

**Note-1:** There will be three members of the Standing Committee. In addition to Registrar as member, one member will be nominated by the Vice-Chancellor and another member nominated by the Board of Governors. The member nominated by the Board of Governors shall be the Chairman of the Standing Committee. The term of Committee will be two years.

**Procedure for Writing off Losses**

48.(a) In the case of articles lost, damaged or stolen, the value of such articles for the purpose of „writing off loss/recovery from the defaulter, as the case may be, shall be fixed by a committee to be constituted by the Vice-Chancellor.

(b) For determining the appropriate value of the articles, the committee shall take into account the purchase price, the possible wear and tear during the period it was used, the probable life of the article, and the circumstances under which such loss or damage was caused. Where it is established that the loss was caused with a malafide intention and responsibility is fixed, the committee, while assessing the price of the article, shall also take into account the market price of the article.

- (c) In the case of writing off losses of books of the University Library and Learners Resource Centres at the time of annual stock taking, a loss up to 3 books/journals per 1000 books/journals (up to Rs. 5000/-) may be written off by the Vice-Chancellor on the recommendation of the Committee comprising the following:
- (i) Registrar
  - (ii) University Librarian
  - (iii) Head of the teaching department (nominated by the Vice-chancellor)
- (d) Writing off reference/rare books is not covered by clause 48(c). Each such case will be considered on merits by the Committee mentioned in 48(c). After making the due enquiry, the Committee will recommend suitable action to the Vice-Chancellor. The proposal of writing off the books/journals will be made by the following:
- (i) University Library: By the Librarian
  - (ii) Departmental Libraries: By the Head of the Department/  
in coordination with the Librarian

49. The following shall be the procedure for auction:

- (a) The Property Incharge of the Central Store would initiate steps for the auction of obsolete stores. Auction notice indicating the nature of items to be auctioned, date, time and place of auction will be issued. Such notices shall be given wide publicity through suitable media.
- (b) Each bidder would be required to deposit 10% of the amount as worked out by the committee as auction value before the party is allowed to participate in the bidding. The amount shall be refunded on-the-spot to the unsuccessful bidders for bids not accepted.
- (c) The bidder shall be required to deposit the entire amount minus the amount of security within the period as may be stipulated by the Auction Committee. Such period shall not ordinarily exceed one week.
- (d) The entire amount shall be deposited in the Saving Account under Miscellaneous Income by the Superintendent (Accounts) of Jagat Guru Nanak Dev Punjab State Open University, Patiala.

## CHAPTER II-G

### CENTRE FOR INTERNAL QUALITY ASSURANCE

*[Regulations under Section 13(vii) read with Section 20(s) of the Act]*

1. The purpose of establishing Centre for Internal Quality Assurance (CIQA) in the University is to develop and put in place a comprehensive and dynamic internal quality assurance system to ensure that programmes of the University are of acceptable quality and further improved on continuous basis.

2. (a) Centre for Internal Quality Assurance (CIQA) Committee shall consist of the following members:

i)	The Vice Chancellor	Chairperson
ii)	Three senior teachers of the University	Members
iii)	Head of three Schools of Studies offering recognized Programmes in Open and Distance Learning and Online	Members
iv)	Two external experts	Members
v)	Officials from the Administration and Finance department of the University	Members
vi)	Director, Centre for Internal Quality Assurance	Member Secretary

- (b) The members at clauses 2(ii) to 2(v) shall be nominated by the Vice- Chancellor.
- (c) The membership of such nominated members shall be for a period of two years.
- (d) Outside expert(s) shall be paid sitting fee and TA/DA as per University rules.
- (e) The quorum for the meeting shall be two-third of the total number of members with mandatory presence of one external expert.
- (f) The Committee of Centre for Internal Quality Assurance shall meet at least once in a semester.
- (g) The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
3. Centre for Internal Quality Assurance Committee shall perform the following functions, namely:
  - (a) to oversee the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.
  - (b) to facilitate adoption of instructional design requirements as per the philosophy of the Open and Distance Learning and/or Online learning

decided by the statutory bodies of the University for its different academic programmes.

- (c) to promote automation of learner support services of the Higher Educational Institution.
- (d) to coordinate with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes.
- (e) to coordinate with third party auditing bodies for quality audit of programme(s).
- (f) to oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution.
- (g) to promote collaboration and association for quality enhancement of Open and Distance Learning and Online modes of education and research therein.
- (h) to facilitate industry-institution linkage for providing exposure to the learners and enhancing their employability.

4. The Centre for Internal Quality Assurance (CIQA) shall perform the following functions:

- (a) To undertake self-evaluative and reflective exercises for continual quality/improvement in all the systems and processes of the Higher Educational Institution.
- (b) To contribute in the identification of the key areas in which the University should maintain quality.
- (c) To devise mechanism to ensure that the quality of Open and Distance Learning Programmes and Online programmes match with the quality of relevant programmes in conventional mode.
- (d) To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, subject experts, alumni, employers, and for quality improvement.
- (e) To suggest measures to the authorities of the University for qualitative improvement.
- (f) To facilitate the implementation of its recommendations through periodic reviews.
- (g) To organise workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders.

- (h) To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same to all concerned.
- (i) To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s).
- (j) To ensure that Programme Project Report for each programme is according to the norms and guidelines prescribed by the UGC and wherever necessary by the appropriate regulatory authority having control over the programme;
- (k) To put in place a mechanism to ensure the proper implementation of Programme Project Reports.
- (l) To maintain a record of Annual Plans and Annual Reports of the University, review them periodically and generate actionable reports.
- (m) To provide inputs to the University for restructuring of programmes in order to make them relevant to the job market.
- (n) To facilitate system-based research on ways of creating learner centric environment and to bring about qualitative change in the entire system.
- (o) To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- (p) To adopt measures to ensure internalisation and institutionalisation of quality enhancement practices through periodic accreditation and audit.
- (q) To coordinate between the University and the UGC and other statutory/apex bodies for various quality related initiatives or guidelines.
- (r) To obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.
- (s) To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance.
- (t) It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities or Bodies of the University about its activities at the end of each academic session. A copy of report in the format as specified by the UGC, duly approved by the statutory authorities of the University shall be submitted annually to the UGC.

**CHAPTER III-A**  
**THE VICE-CHANCELLOR**

*[Regulations under and consistently with the provisions of Section 8 read with Section 10 of the Act]*

1. The Vice-Chancellor is the principal executive and academic officer of the University under Sub-Section 10 (6) of the Act of 2019 and as such shall exercise general control over its affairs in accordance with the Regulations and give effect to the decision of the authority of the University.
2. The Vice-Chancellor shall be the Chairperson of the Academic Council, the Planning Board, the Finance Committee, the Centre for Internal Quality Assurance and any other authority declared under Section 13(vii) of the Act, and shall have the power of convening their meetings.
3. If, in the opinion of the Vice-Chancellor, an emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary with the approval of Chairman of the Board of Governors and shall report the same for confirmation at the next meeting to the authority, which in the ordinary course, would have dealt with the matter: Provided that where any such action taken by the Vice-Chancellor is not approved by the authority concerned, he may refer that matter to the Chancellor, whose decision thereon shall be final: Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer an appeal to the Board, within a period of thirty days from the date on which he receives notice of such action.
4. The Vice-Chancellor shall have the power to grant leave to any employee/officer of the University and also to make necessary arrangements for the discharge of the functions of such officer during his absence ordinarily for a period not exceeding six months. However, if any post falls vacant permanently due to resignation, retirement, death or for a period longer than six months for any other reason, the Vice-Chancellor shall be empowered to make arrangement till regular appointment to such post is made.
5. The Vice-Chancellor shall have the following powers specifically:
  - (a) to grant leave of absence to any employee of the University in accordance with the rules and if he so desires, delegate such powers to another officer of the University;

- (b) to appoint Professors, Associate Professors, Assistant Professors and other non-academic/ administrative staff as may be necessary, on the recommendations of the Selection Committee, appointed by the Board of Governors for that purpose in accordance with the specified guidelines;
- (c) to appoint other employees (other than officers, teachers and non-academic staff) of the University in the manner specified by the Board of Governors;
- (d) to appoint course writers, script writers, academic counsellors, programmers, media experts and such other persons as may be considered necessary for the efficient functioning of the University;
- (e) to make short-term appointments of teaching and non-teaching staff, for a period not exceeding six months at a time, but which may further be extended for a period not exceeding one year in the aggregate, of such persons if it is considered necessary for the functioning of the University;
- (f) to arrange for the establishment and maintenance of Regional Centres/Learner Support Centres at different places as may be required from time to time, and delegate to any employee such powers as are imperative for their efficient functioning.
- (g) to do all such acts as may be necessary or incidental to the exercise of all or any of the powers of the University as may be necessary & conducive to the promotion of all or any of the objects of the University under the act in anticipation of or subject to the approval of the Board of Governors.



**CHAPTER III-B**  
**THE DEAN ACADEMIC AFFAIRS**

*[Regulations under and consistently with the provisions of Section 8(iv) read with  
Section 12 of the Act]*

1. The Dean Academic Affairs shall be appointed by the Board of Governors on the recommendation of the Vice-Chancellor for a period of two years.
2. The terms and conditions of service of the Dean Academic Affairs shall be such as may be determined by the Board.
3. The Dean Academic Affairs shall be ex-officio member of the Board of Governors, the Academic Council and any other Committees constituted under regulations by the Board or the Vice Chancellor.
4. The Dean Academic Affairs, in the absence of the Vice Chancellor or as authorised by the Vice Chancellor, preside meetings of the committees as prescribed in the regulations.
5. The Dean Academic Affairs shall –
  - (a) control and co-ordinate the implementation of the decisions taken on the academic matters by the Board of Governors, the Academic Council, the Planning Board, the Faculties and the Board of Studies;
  - (b) co-ordinate and supervise admission of students made to the various University Degrees, Diplomas and Certificate programs;
  - (c) co-ordinate the work of the teaching staff of the University teaching departments and sanction casual leave to the members of the teaching staff;
  - (d) receive and maintain all records related to the programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees;
  - (e) supervise to make arrangements for extension lectures/seminars/workshops and to recommend to the Vice-Chancellor delegates to the various conferences;
  - (f) make recommendations to the Vice Chancellor for grant of privilege leave and suggest consequential arrangements of the teachers;
  - (g) disseminate information pertaining to all academic matters;
  - (h) issue necessary memoranda/orders;
  - (i) act as a channel of communication between students, instructors, departments/ interdisciplinary programmes;

- (j) perform such other duties as may from time to time, be assigned to her/him by the Vice-Chancellor or the Board of Governors and represent the University;
- (k) ensure from any office of the University, including Regional Centres, Learner Support Centres and other institutions maintained by the University, any information or reports that he/she may consider necessary for the performance of her/ his academic functions.

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### CHAPTER III-C THE REGISTRAR

*[Regulations under and consistently with the provisions of Section 8 read with Section 11 of the Act]*

1. The Registrar shall be appointed (full-time) by the Board of Governors on the recommendations of the Vice-Chancellor for a period of three years, which may be extended by another term of three years:  
Provided that, a Registrar shall retire on attaining the age of sixty years.
2. The terms and conditions of service of the Registrar shall be such as may be determined by the Board.
3. The Registrar shall be ex-officio Secretary of the Board, the Academic Council, the Finance Committee, the Planning Board and other Committees appointed by the Board and shall also issue notices to convene their meetings.
4. It shall be the duty/power of the Registrar to –
  - (a) be custodian of the records, common seal and such other property of the University as the Board may commit to his charge;
  - (b) keep the minutes of all meetings and also conduct the official correspondence of the Board, the Academic Council, the Finance Committee, the Planning Board and of the other Committees appointed by the Board;
  - (c) supply to the Chancellor, copies of the agenda and minutes of the meetings of the Board of Governors of the University ordinarily within a period of one month of the holding of the meetings;
  - (d) perform such other duties as may from time to time, be assigned to him by the Vice-Chancellor or the Board, represent the University in suits or proceedings by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose;
  - (e) ensure that the registers of properties of the University are maintained properly and the stock checking is conducted of equipment and other materials in the offices of the University including Regional Centres, Learner Support Centres and other institutions maintained by the University;
  - (f) call from any office of the University, including Regional Centres, Learner Support Centres and other institutions maintained by the University, any

information or reports that he may consider necessary for the performance of her/ his functions.

5. An appeal shall be addressed to the Vice-Chancellor against any order made by the Registrar.
6. In cases where an inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor may deem fit:  
Provided that an appeal shall lie to the Board of Governors against an order of the Vice-Chancellor imposing any penalty.
7. The Registrar shall have power to take disciplinary action against such of the employees excluding teachers and other members as may be specified by the Board of Governors by order.
8. The Registrar, during his tenure, shall be entitled to leave, as admissible to the employees of the University from time to time; Provided that when an employee of the University or a College affiliated to it or of any other University or Institution maintained by or affiliated to such other University, is appointed as a Registrar, he shall continue to be governed by the same leave Rules to which he was entitled prior to his appointment as Registrar till he continues to hold his lien on the post.
9. The Registrar shall subscribe to the contributory provident fund of the University till the end of his tenure: Provided that where an employee of the University or a college or of any University or Institution maintained by or affiliated to such other University is appointed as Registrar, he shall continue to be governed by the same retirement benefit scheme to which he was entitled prior to his appointment as Registrar or till he continues to hold his lien on that post, but under this provision, the pay for the purpose of subscription to the General Provident Fund and subscription to the University Contributory Provident Fund shall be the pay drawn by him as Registrar.

**CHAPTER III-D**  
**THE FINANCE OFFICER**

*[Regulations under and consistently with the provisions of Section 8(iv) read with  
Section 12 of the Act]*

1. The Finance officer shall be appointed by the Board of Governors on the recommendations of selection committee duly constituted by the Vice-Chancellor of the University.
2. The terms and conditions of the finance officer shall be such as may be determined by the Board of Governors from time to time.
3. The finance officer shall retire on attaining the age of 60 years.
4. The Finance Officer shall:
  - a) exercise general supervision of the funds of the University and advice it as regards its financial policies;
  - b) perform such other financial functions as may be assigned to him by the Board of Governors or as may be prescribed by the Regulations:  
Provided that (a) the Finance Officer shall not incur any expenditure or make any investment exceeding one lakh of rupees without the previous sanction: and (b) When the office of the Finance Officer is vacant or when the Finance Officer, is by reason of ill health, absence or any other cause, unable to perform his functions as Finance Officer, his functions shall be performed by such person as the Vice-Chancellor may appoint for such time.
  - c) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;
  - d) be responsible for the preparation of the Annual Accounts and the budget of the University and for their presentation to the Board of Governors after they have been considered by the Finance Committee;
  - e) keep a constant watch on the cash and bank balances and investments and watch the progress of collection of revenue and advise on the methods of collection employed.
  - f) bring to the notice of the Vice-Chancellor any unauthorised expenditure or other financial irregularities and suggest appropriate action against persons at fault.

**CHAPTER III-E**  
**THE CONTROLLER OF EXAMINATIONS**

*[Regulations under and consistently with the provisions of Section 8(iv) read with  
Section 12 of the Act]*

1. The Controller of Examinations shall be appointed by the Board of Governors on the recommendation of selection committee duly constituted by the Vice-Chancellor of the University.
2. The terms and conditions of the Controller of Examinations shall be such as may be determined by the Board of Governors from time to time.
3. The Controller of Examinations shall retire on attaining the age of 60 years.
4. The Controller of Examinations shall be in-charge of conduct of examinations of the University and matters relating thereto and he shall perform other such duties as may be prescribed by the Statutes or Ordinances or as may be required by the Vice-Chancellor.
5. The Controller of Examination shall be responsible for the conduct of examinations including preparation of question papers, fixation of time schedule for the examinations, evaluation, publication of results, issue of degrees/detail marks cards/certificates and such other works related to examinations.
6. The Controller of Examinations shall perform such duties as may be assigned to him by the Vice-Chancellor.

#### CHAPTER IV-A APPOINTMENTS AND SELECTIONS

*[Regulations regarding appointment of the University Teachers, Officers and Non-Teaching employees under section 5(viii) and (xv) of the Act]*

1. In these Regulations, the University teachers will mean Professors, Associate Professors and Assistant Professors and such other persons as may be approved for imparting instruction in the University or in institutions managed by the University and are designated as teachers by the Board of Governors.
2. The conditions of service of University teachers shall be the same as for other officers of Class A, laid down in the regulations of the University.
3. The main duties of the University teachers shall be to teach and to engage in and guide research. It shall also be their duty—
  - a) To give instruction in accordance with curriculum prescribed by the University;
  - b) to examine candidates for admission to University classes for Degree and Honours courses in the subject(s) committed to their charge, when appointed by the Board of Governors, and to be responsible for such examinations as may be decided by the competent authority; and
  - c) to take part in the organisation of the work of the University when assigned to any of the University bodies.
4. The Board of Governors shall have the power to determine, from time to time, after considering the recommendations of the Finance Committee/ Board of Governors, the Departments of Study for which Professorship, Associate Professorship and Assistant Professorship shall be instituted.

No appointment of a Professor, Associate Professor and Assistant Professor or any other teacher by direct recruitment or by promotion or by any other method approved by the Board of Governors shall be made unless the Board of Governors has previously created, sanctioned or approved the post/scheme under which such appointment is made.

5. Save as provided in the Regulation, the salaries and grades of Teachers in the University shall be fixed by the Board of Governors. The Board of Governors shall, however, be competent to allow, for meritorious work on recommendation of Vice-Chancellor, accelerated promotion within the grade.
6. In case of direct recruitment, the post shall be advertised and applications invited before the post is filled. Provided that the Vice-Chancellor shall have power to place before the Selection Committee the name/s of suitable person/s for its



consideration along with the applications received in response to the advertisement but such person shall not be from amongst those in service of the University or those who have retired from its service.

7. In case of promotion of in service teachers, applications shall be invited from amongst eligible in service teachers to be placed before the Selection Committee/Screening Committee as in the case of direct recruitment as per UGC Regulations adopted by the Govt. of Punjab from time to time. Provided that the Vice-Chancellor shall have the power to place before the Selection Committee the name/s of suitable in- service teacher/s for its consideration.

8. Notwithstanding anything contained in these Regulations-

- a) the Vice-Chancellor shall have authority to-

- (i) make an emergent temporary appointment for a period not exceeding one year; and
- (ii) allow higher starting salary within the grade of the post;

An appointment made under this regulation shall be reported to the BoG.

- b) the Board of Governors shall have the authority to make emergent temporary appointment on the recommendation of the Vice-Chancellor—

- (i) for a period exceeding one year, or on contract basis for a limited period;
- (ii) allow higher starting salary within the grade of the post.

9. (a) Save as provided in Regulations 5 and 8 of this chapter, a Selection Committee shall consist of the following members to recommend persons for appointment as Professors or Associate Professors :

- (i) The Vice-Chancellor to be the Chairperson.
- (ii) Three Experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Governors.
- (iii) An academician who is nominee of the Chancellor.
- (iv) The Dean of the concerned Faculty.
- (v) Head/Chairperson of the concerned Department. The Chairperson not below the rank of Professor should sit in the Selection Committee. If Chairperson is not Professor, the senior most Professor would be the member of the Selection Committee. In the absence of any Professor in the Department, the Dean of Academic Affairs would be the member of the Selection Committee.

An academician representing SC/ST/OBC/Minority/Women/Differently abled categories, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category, shall be in the Selection Committee whenever a candidate from any of these categories appears for the interview.

The process of selection shall involve inviting the bio-data and reprints of major publications of candidates for the post of Associate Professor (in the case of candidates for the post of Professor one of the publications could be a book or research project) before interview and getting them assessed by the same three external experts who are to be invited to interview the candidates as per UGC Regulations from time to time adopted by the State Govt. of Punjab. The assessment report shall be placed before the Selection Committee.

The Committee shall interview suitable person and make recommendations which will be placed before the Board of Governors. If the Board of Governors does not accept the recommendation of the Selection Committee it may order re-advertisement of the post in case of direct recruitment or re-invitation of application in case of in-service promotion or take such other action as may be considered necessary. The Committee recommending a person for appointment as a Professor or Associate Professor shall have regard to:

- (i) His capacity for research.
- (ii) His ability as a teacher, and
- (iii) Generally, his eminence in the subject of his profession.

The University may utilize a seminar or colloquium as a method for the selection of Associate Professor and Professor.

- (b) The quorum shall be 4 out of which at least 2 outside subject experts shall be present.
- (c) No retired or honorary teacher of the University residing outside its territorial jurisdiction shall be nominated as an outside expert on a Selection Committee.

10. (a) Save as provided in Regulations 5 and 8 whenever an Assistant Professor is to be appointed, a Selection Committee shall consist of the following:

- (i) The Vice-Chancellor to be the Chairperson.
- (ii) Three Experts in the concerned subject out of the list recommended by the Vice-Chancellor and approved by the Board of Governors.
- (iii) An academician nominated by the Chancellor.

(iv) The Dean of the concerned Faculty.

(v) Head/Chairperson of the concerned Department. The Chairperson not below the rank of Professor should sit in the Selection Committee. If Chairperson is not Professor, the senior most Professor would be the member of the Selection Committee. In the absence of any Professor in the Department, the Dean of Academic Affairs would be the member of the Selection Committee.

An academic representative of Scheduled Castes/Scheduled Tribes, Women and Physically Handicapped person shall be in the Selection Committee whenever a candidate from any of these categories appears for the interview.

The University may utilize a seminar or colloquium as a method for the selection of an Assistant Professor.

(b) The quorum shall be 4 out of which at least 2 outside subject experts shall be present.

11. Nothing in these Regulations prevents Board of Governors from appointing, in special cases, short term or temporary teachers with special terms and conditions of service.

12. A member of the teaching staff holding permanent post of a Professor, Associate Professor and Assistant Professor of the University shall not be allowed without permission of the Board of Governors, to resign his post before the end of academic year, i.e., April 30, and he shall give, for this purpose not less than three months' notice to the University provided that the Board of Governors may, in special cases, waive the notice to such extent as it may think fit.

13. The Board of Governors, with 2/3rd majority, shall have power to terminate the appointment of a University teacher on the ground of incapacity, inefficiency, or serious misconduct involving moral turpitude after adopting proper procedure as per rules.

14. Appointment of Class-A Officers of the University

(a) The selection committee for appointment to Class-A posts of Registrar, Controller of Examinations, Finance Officer, Librarian etc. shall consist of the following:-

(i) The Vice Chancellor

(ii) A person nominated by the Chancellor;

(iii) Three experts to be nominated by the Vice Chancellor

(iv) One nominee of the Vice- Chancellor to represent the interests of the Scheduled Castes and Scheduled Tribes.

(b) The quorum for the selection committee shall be four.

**15. Appointment of B and C class Officers and Employees:**

(a) The selection committee for appointment to the above posts of officers shall consist of the following members:

(i) Registrar

(ii) Head of the Department concerned

(iii) Three experts/nominees of the Vice- Chancellor out of which one should represent the interests of the Scheduled Castes and Scheduled Tribes.

(d) The quorum for the selection committee shall be three.

**16. Notwithstanding anything contained in these regulations, employees joining Jagat Guru Nanak Dev Punjab State Open University, Patiala on deputation from other government institutions/State or Central University; the Board of Governors, on the recommendation of the Vice-Chancellor, may allow absorption of such employees in the University as permanent employees.**

**CHAPTER IV-B****CONDITIONS OF SERVICE OF UNIVERSITY EMPLOYEES**

*[Regulations under section 5(viii) and 20(b), (p) of the Act]*

**1. General Conditions:**

- (1) All appointments of teachers and academic positions, administrative staff, Directors of Centres and Divisions of the University shall be made by the Board of Governors on the basis of recommendations by Selection Committees constituted for the purpose.
- (2) The teachers shall be designated as Professor, Associate Professor and Assistant Professor and the minimum qualification prescribed for appointment to these posts shall be the same as prescribed by the University Grants Commission (UGC) Regulations as per approved by the State Govt. of Punjab from time to time.
- (3) The other academics shall be designated as Librarian, Deputy Director and Assistant Director and appointed by the Board of Governors on the basis of recommendations by a selection committee constituted for the purpose.
- (4) The administrative staff designated as Registrar, Deputy Registrar, Assistant Registrar shall be appointed as per UGC guidelines as approved by BoG from time to time and other staff such as Section Officers, Assistants, Programmers, Computer Operators, Multi-Tasking Staff, etc. may be appointed as per Punjab Government rules. These appointments shall be approved by the Board of Governors on the basis of recommendations by selection committee constituted for the purpose.
- (5) Every teacher as well as other academic and administrative staff shall be a whole-time salaried employee of the University. No employee, without the permission of the Board of Governors, engage directly or indirectly in any trade or business whatever or any private tuition or other work to which any emolument or honorarium is attached:

Provided that nothing contained in the Regulation shall apply to the work undertaken by a teacher and other academic in connection with examination of Universities or local bodies and Public Service Commissions or to any literary work or publication or radio or television talk or extension lectures with the permission of the Vice- Chancellor to any other academic work.

- (6) All teachers and other academics of the University shall be governed by the terms and conditions of service in accordance with the UGC Regulations.
- (7) All administrative staff of the University shall be governed by the terms and

conditions of service and code of conduct as are specified by the State Government of Punjab.

- (8) All employees of the University shall be appointed on terms and conditions of appointment letter acceptable to selected candidate as specified by the Board of Governors with the approval of the Chancellor. A copy of this contract shall be deposited with the Registrar.
- (9) All employees shall take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act and Regulations of the University.
- (10) In particular the nature of duties of a teacher of the University shall be:
  - a) Design and development of curricula; preparation of course material in Multiple media; content editing; language editing; etc. from the point of view of providing instruction through distance and online education and liaison of the work with outside experts associated with the course material preparation;
  - b) Academic duties of a teacher shall be to give guidance or rendering assistance to students for pursuing any course of study of the University, conducting counselling, tutorials, seminars, practical and assessment/examination/evaluation through offline and online modes and such other work assigned to him/her relevant to the academic activities of the University by its Competent Authority. He/she shall not ordinarily remain absent from work without prior permission or grant of leave; and
  - c) A teacher of the University, besides designing and developing the curricula for instructional purposes, shall fully and enthusiastically participate in research and extension activities including the corporate life of the University.
- (11) The nature of other duties of academics shall be as specified in the Regulations.
- (12) All employees shall be required to submit a personal appraisal report at the end of every year in the manner as may be prescribed in the UGC Regulations/ State Government of Punjab;
- (13) All employees shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed twenty-four months: Provided that the Board of Governors may, for reasons to be recorded, waive the condition of probation.



- (14) The Registrar shall place before the Board of Governors the case of confirmation of an employee on probation not later than forty days before the end of the period of probation. The Board of Governors may either confirm or extend the period of probation so as not to exceed twenty-four months in all. In case the Board of Governors decides not to confirm the employee whether before the end of twelve months period of his probation or before the end of the extended period of probation, as the case may be, he/she shall be informed in writing to the effect not later than thirty days before the expiration of that period;
  - (15) Every employee shall draw increment in the scale of pay unless it is withheld or postponed by a resolution of the Board of Governors on a reference by the Vice-Chancellor and after the teacher/employee has been given sufficient opportunity to make a written representation;
  - (16) All employees of the University shall retire from service on the afternoon of the last day of the month in which he or she attains the age of sixty years;
  - (17) An employee may, at any time, terminate his/her engagement by giving in writing three months notice to the Board of Governors: Provided that the Vice-Chancellor may waive the requirement of notice at his discretion and report the matter to the Board of Governors for ratification. A self-contained note on each case shall be put up to the Board of Governors giving the circumstances which warranted exercise of the power by the Vice-Chancellor.
  - (18) The manner and terms and conditions for career advancement of teachers and other academics shall be the same as prescribed by the UGC Regulations adopted by the State Government of Punjab from time to time.
  - (19) The manner and terms and conditions for career advancement of administrative staff shall be the same as prescribed by the State Government of Punjab, from time to time.
  - (20) All employees will be governed by the Code of Conduct as devised by the University.
  - (21) Every employee of the University shall be bound by the Act and Regulations in force in the University: Provided that no change in terms and conditions of service of an employee teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service so as to adversely affect him/her.
2. Termination of service and other disciplinary action in respect of teachers and



other employees:

- (a) Where there is an allegation against a teacher or an employee of the University, the Vice-Chancellor may, by order in writing, place such teacher or other employee, under suspension and start departmental enquiry and shall forthwith report to the Board of Governors.
- (b) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Board of Governors shall have the power to remove a teacher or other employee, as the case may be, on grounds of misconduct.
- (c) No teacher or other employee shall be removed under this clause, unless he/she has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.
- (d) The removal of a teacher or other employee shall take effect from the date on which the order of removal is made:  
Provided that, where the teacher or other employee is under suspension at the time of his/her removal, such removal shall take effect from the date specified in the order.
- (e) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher or other employee in the service of the University may resign from service:
  - (i) if he/she is a permanent employee, only after giving three months' notice in writing to the Board of Governors or to the appointing authority, as the case may be, or by paying three months salary in lieu thereof;
  - (ii) if he/she is not a permanent employee, only after giving one month's notice in writing to the Board of Governors or the appointing authority, as the case may be, or by paying one month's salary in lieu thereof;
  - (iii) Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Board of Governors, or the appointing authority, as the case may be.
  - (iv) The appointing authority may, however, waive the notice period in respect of a permanent or temporary employee on technical resignation to take up an appointment in the same or other organization, if he/she has applied through proper channel.

### 3. Gratuity and Provident Fund and Insurance Scheme for the Employees:

The University shall constitute for the benefit of the employees such provident or pension funds and gratuity or provide such insurance schemes as it may deem fit

in such manner and subject to such conditions as may be prescribed by the State Government.

#### 4. Leave Rules for Regular/Permanent Teaching Staff

(A) a. Casual Leave: Casual leave may be granted to University employees for short periods by the authorized officers depending on length of service as follows:—

- |      |  |             |
|------|--|-------------|
| i)   | To employees with 10 years' service or less  | ...10 days  |
| ii)  | To employees with more than 10 years service but less than 20 years service        | ...15 days  |
| iii) | To employees with over 20 years service  | ...20 days  |
| iv)  | To all female regular University employees irrespective of their length of service | ...20 days. |
- b. The Casual Leave shall be calculated with effect from the date on which an employee completes his 10<sup>th</sup> or 20<sup>th</sup> year of service, as the case may be, he will be given leave in that year according to the next higher scale. Thus, if an employee completes 10 years service on the 30<sup>th</sup> April, 1963 he will be entitled to 15 days casual leave for the entire year 1963.
- c. Accounting of Casual Leave.—The casual leave account will be maintained annually from the 1<sup>st</sup> of January to 31<sup>st</sup> of December. All casual leave accounts will be closed on the 31<sup>st</sup> December and new accounts opened on the 1<sup>st</sup> of January, following, irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December, and the first few days of January. Thus if an official takes leave from the 26<sup>th</sup> December, 1959, to 5<sup>th</sup> January, 1960, the period 26<sup>th</sup> December to 31<sup>st</sup> December will be debited to his leave account for the year 1959 and the period 1<sup>st</sup> January to the 5<sup>th</sup> January, 1960 will be debited to his leave account for the year 1960.
- d. Length of leave and Combination of leave.— In taking casual leave, within the limits admissible above, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of the casual leave can be taken in driplets. It may be emphasised that it is desirable, but not compulsory for University employees to take such a spell. Where a University employee desires to take such a spell, permission should not ordinarily be refused although of course the competent authority may adjust the dates on which the spell is taken for administrative convenience.

Note.1—A University employee should not leave his district during casual leave without permission.

Note 2.—As exception to the above rule,

- (a) A University employee who has been bitten by a rabid animal may be

granted casual leave up to 16 days to proceed to a centre or Institute for anti-rabic treatment. If in a special case leave for more than 16 days is necessary and the appointment of substitute if found necessary, one month's additional "earned leave" may be granted which shall not be debited against the leave at the credit of the University employee. When, however, no substitute is engaged, the entire period of one and a half month leave should be treated as casual leave. Any leave required in excess of one and a half months may be granted under the ordinary rules applicable to the University employee concerned.

- (b) The concessions specified in clause (a) above may be extended to a University employee without a lien on a permanent post, while officiating in a permanent or temporary post, or holding a temporary post, the pay which he may draw in such a post being taken as the "substantive pay" for this purpose.

Note 3.—It is not in order to grant casual leave on half pay or without pay as a University employee on casual leave is not treated as absent from duty and his pay is not intermitted. If in any case, less than full pay is allowed, it would amount to an imposition of a penalty not provided for in the Punishment and Appeal Rules.

2. Except in cases where previous reference would cause real inconvenience, a University employee should not, without previous permission come on casual leave to headquarters or the place where the competent authority is residing, for the purposes of making a representation to the competent authority. The prohibition does not apply to a University employee who is on any other kind of leave, or who does not intend to make any such representation.
3. If a University employee overstays his casual leave for any reason whatsoever, for example, a break-down on the road due to flood or landslips the entire period of absence will be debited to his ordinary leave account, and not only the period by which he has overstayed his casual leave.
4. No University employee may leave his headquarter, during gazetted holidays except with the permission of his immediate departmental superior, who must undertake the responsibility of granting such permission.

**(B) Special Casual Leave**

- (i) Special casual leave, not exceeding Five (5) days in an academic year,

may be granted to a teacher:

- (a) To conduct examination of a University / Public Service Commission /Board of Examination or other similar Bodies / Institutions; and
- (b) To inspect academic institutions attached to a Statutory Body, etc.

Note: In computing the Five (5) days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded. Special casual leave cannot be accumulated or combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

### (C) Duty Leave

Duty leave, based on supporting documents, upto 30 days in an academic year may be granted for the following purposes:.

- (i) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the University.
- (ii) Delivering lectures in institutions and universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor.
- (iii) Working in another Indian or foreign University, any other agency, institution or organisation, when so deputed by the University.
- (iv) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body;
- (v) For performing any other duty assigned to him/her by the University.
- (vi) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (vii) The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- (viii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- (ix) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

**(D) Study Leave: (for teaching staff)**

- (i) A faculty member who has completed three years' service in this University may be allowed to apply to another University of Government of India or similar body, through the Head of the Department/Dean Faculty and the Vice-Chancellor, for a scholarship or financial aid, for higher studies. If the same is granted, he may be allowed leave without pay up to two years, extendable by another year as a special case. The total leave shall not exceed three years.
- (ii) A faculty member who has completed five years' service may be allowed such leave as mentioned in (i) above, on full salary for the first year, half salary for the second year and without pay for the third year.
- (iii) The faculty member granted leave under (i) and (ii) shall execute a bond to serve the University for at least five years after his/her return.
- (iv) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he/she is expected to return to duty after the expiry of study leave.

**(E) Maternity Leave**

- (i) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- (iii) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.  
Provided that a female employee having two or more children shall not be entitled to avail this concession.

**(F) Child Care Leave (CCL): Only for women employees**

- (i) CCL shall be granted only for looking after the first two living children below 18 years, during examination or illness, on the production of

documentary evidence of the same. CCL may be granted for a period of not less than 15 days.

- (ii) CCL for a maximum of one year (365 days) may be granted to women employees during entire service.
- (iii) Prior approval of CCL shall have to be obtained. In case of an emergency, this condition may be waived on the merits of the case.
- (iv) Any kind of leave already availed or yet to be availed shall not be converted into CCL.
- (v) This leave cannot be claimed as a right.
- (vi) Women employees on probation, facing disciplinary action or under suspension, and on daily wage/ temporary/ contract/ reemployed/ guest/part time basis, shall not be entitled to CCL.

(G) Paternity Leave:

- (i) Paternity leave of Ten (10) days may be granted to male teaching/ **non-teaching** employee during the confinement of his wife, provided, the limit is up to two children.

(H) Earned Leave (For Teaching/Non-Teaching Regular Permanent Employees):

- (1) (i) The earned leave admissible to a University employee in permanent employ is:—
  - (a) 1/24th of the period spent on duty, during the first 10 years of his service;
  - (b) 1/18th of the period spent on duty during the next 10 years of his service; and 1/12th of the period spent on duty, thereafter.

**Note 1.**—For the purpose of assessing the "length of service" under this sub-rule, break in service caused as a result of retrenchment shall not entail forfeiture of previous service. Further, in the case of women University employees break in service due to resignation as a result of family circumstances of the University employee concerned, shall also be condoned by the re-appointing authority; provided the duration of break does not exceed 10 years.

**Note 2.**—In calculating earned leave, the actual number of days of duty performed shall first be counted and then multiplied by 1/12, 1/18, 1/24 as the case may be and the product expressed in days and fraction of day. In case, there is a change in the rate of earning of leave, the fraction in the earned leave shall be rounded off to the nearest day that is fraction below half shall be ignored and that half or more shall be reckoned as one day.

**Note 3.**—The period spent on duty shall include all kinds of leave, except extraordinary leave, for the purpose of calculation of earned leave.

- (ii) Accumulation of earned leave is permissible upto 450 days.
- (iii) Leave preparatory to retirement may be allowed upto 300 days on full pay, provided it is due.

**Note 1.**—The leave granted as leave preparatory to retirement shall not include extraordinary leave.



**Note 2.**—In a case, where a University employee who is required to retire, or who himself chooses to be retired before the age of superannuation, he may be allowed the leave due and admissible to him as indicated below, provided it does not extend beyond the date on which he attains the age of superannuation:—

- (i) leave preparatory to retirement upto 300 days on full pay, if it is due; or
- (ii) earned leave upto the extent leave preparatory to retirement is admissible as in clause (i) with permission to combine it with any other kind of leave, if due.

(2) (a) A University employee serving in a vacation department, shall be entitled to earned leave of eight days for every completed year spent on duty:

Provided that if in any year, he is prevented from availing himself of the full vacation, earned leave shall be admissible in respect of that year in accordance with the provisions of Rule (1) (i):

Provided further that if in any year, he is prevented from availing himself of a part of vacation, the earned leave proportionately admissible to him under sub-rule (b), together with earned leave of eight days admissible under this sub-rule, shall not exceed the maximum earned leave admissible under rule (1) (i).

(b) The earned leave admissible to such University employee in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of the following periods as the number of days of vacation not taken bears the full vacation:—

- (i) to a University employee with 10 years' service or less:  
15 days
- (ii) to a University employee with more than ten years' service but not exceeding 20 years' service,  
20 days
- (iii) to a University employee with over 20 years' service  
30 days

(c) Vacation may be taken in combination with or in continuation of any kind of leave under the rules in this section.

(I) Half Pay Leave, Commuted Leave and "Leave not due" (For Teaching/Non-Teaching Regular Permanent Employees):

1. (a) The half pay leave admissible to a University employee in permanent employ in respect of each completed year of service is 20 days.

(b) The half pay leave due may be granted to a University employee on medical certificate or on private affairs.

(c) Commuted leave not exceeding half the amount of half pay leave due may be granted to a University employee on medical certificate only subject to the following conditions:—

- (i) Commuted leave during the entire service shall be limited to a maximum of (240) days;
- (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
- (iii) Half pay leave up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study certified to be in the public interest by the leave sanctioning authority:

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the University employee will return to duty on its expiry, and provided further that no commuted leave may be granted unless it has been applied for at least 15 days at a time.

**Note 1.**—The option once exercised will be final and debars a University employee from claiming re-conversion, as a matter of right, though the authority which granted leave can (if so disposed) allow it.

**Note 2.**—When commuted leave is granted to a University employee under this rule and he intends to retire subsequently, the commuted leave should be converted into half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the University employee who avails himself of commuted leave but the question whether the University employees concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should be enforced, but if the retirement is compulsorily thrust upon him by reason of ill-health, incapacitating him for further service or in the event of his death no refund should be taken.

(d) Save in the case of leave preparatory to retirement "leave not due" may be granted to a University employee in permanent employ for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave the University employee may earn subsequently.

**Note 1.**—Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is reasonable prospect of the University employee returning to duty on the expiry of the leave and should be limited to the half pay leave he is likely to earn thereafter.

**Note 2.**—As for half pay leave in respect of a completed year of service during which service was rendered partly in a Group "C" post and partly in a Group "D" post, this leave will be calculated on a pro-rata basis separately in respect of Group "C" service or Group "D" service and then added up. The fraction, if any, present in the total half pay leave for the particular year will be ignored if it is less than half, or reckoned as one day if it is half or more.

**Note 3.**—The half pay leave earned by a University employee in respect of a completed year of service can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

**Note 4.**—Where a University employee who has been granted "Leave not due" under this clause applies for permission to retire, voluntarily, the "leave not due" shall, if the permission is granted be cancelled and his retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should, therefore, be taken from University employee as who avail of "Leave not due". But the question whether a University employee should be called upon to refund the amount of leave salary should be decided on the merits of each case e.g. if the retirement is voluntary refund should be enforced: if it is unavoidable by reason of ill health incapacitating him for further service or in the event of his death no refund should be insisted upon.

**Note 5.**—When "leave not due" is granted to a University employee under this clause and he applied for permission to retire voluntarily or resigns of his own volition at any time after returning to duty, the question of refund of leave salary in respect of the leave not due already availed of before return to duty shall, to the extent it has not been subsequently wiped off, be treated in the same way as laid down in note 7 above.

**Note 6.**—Where a University employee who having availed himself of the "leave not due" returns to duty and is retired from service under sub-rule (1) of rule 3 of the Punjab Civil Services (Premature Retirement) Rules, 1975 and has not been able to earn half pay leave to the extent of the "leave not due" granted to him before such retirement, he shall not be called upon to refund the amount of leave salary in respect of that "leave not due".

5. Leave rules for Non-Teaching staff appointed on regular/permanent basis:

A. Casual Leave :

Same as in Regulation 4 (A) above for teaching staff.

B. Special Casual Leave:

- (i) Special casual leave, not exceeding five (5) days in calendar, may be granted to an employee for semi-official work assigned at any other institution for which due permission has been obtained from the University.

**Note:**

In computing the Five (5) days leave admissible, the days of actual journey, if any, to and from the places where activities specified above take place, will be excluded.

Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except with casual leave. It may be granted in combination with holidays or vacation.

(C) Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) A woman employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- (iii) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

(D) Paternity Leave:

- (i) Paternity leave of Ten (10) days may be granted to male non-teaching employees during the confinement of their wives, provided, the limit is up to

two children

(E) Child Care Leave (CCL):

- (i) CCL shall be granted to women employees only for looking after the first two living children below 18 years, during examination or illness, on the production of documentary evidence of the same. CCL may be granted for not less than a period of 15 days for a maximum of 3 spells only during one calendar year.
- (ii) CCL for a maximum of one year (365 days) may be granted to women employees during entire service.
- (iii) Prior approval of CCL shall have to be obtained. In case of an emergency, this condition may be waived on the merits of the case.
- (iv) Any kind of leave already availed or yet to be availed shall not be converted into CCL.
- (v) This leave cannot be claimed as a matter of right.
- (vi) Woman employees on probation, facing disciplinary action or under suspension, on daily wage/ temporary/contract/reemployed/guest/part time basis, shall not be entitled to CCL.

6. Leave Rules for Non-Teaching staff on Contractual Basis:

A. Casual Leave:

- (i) The contractual Staff shall be entitled to Casual leave and leave without pay, to be sanctioned by the competent authority.
- (ii) No leave other than Casual leave and leave without pay shall be admissible to Contractual Staff.
- (iii) The Registrar or Head of the Department shall be competent to sanction Casual leave.
- (iv) Leave without pay shall be sanctioned by the Vice-Chancellor on the recommendation of the Registrar.
- (v) The Contractual Staff shall be entitled to 12 (twelve) days casual leave in One Calendar Year, that is, 12 (twelve) months. Where the term of appointment is less than a year, the leave entitlement shall be proportionate to the term.
- (vi) Casual leave shall not be granted for more than 6 (six) days at a time in continuity. Gazetted holiday(s) including holiday on Saturday / Sunday can be availed as suffix / prefix with Casual leave.
- (vii) For officials on deputation, leave rules of the parent institution shall apply.

B. Maternity Leave:

- (i) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days or upto the tenure of contract period, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) A Woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- (iii) Maternity leave may be combined with extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Provided Maternity leave shall be limited to the term of contract.

Provided further a woman employee shall not be deemed fit to join duty if at the time

of her first joining, she is having pregnancy of Twelve (12) weeks.

C. Paternity Leave:

- (i) Paternity leave of Ten (10) days may be granted to male non-teaching employee during the confinement of his wife, provided, the limit is up to two children.

D. (i) No leave shall be claimed as a matter of right.

- (ii) The leave shall be availed after prior sanction from the appropriate authority.

**CHAPTER V****CONVOCATION AND AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND  
OTHER ACADEMIC DISTINCTIONS.**

*(Regulations under and consistently with the provisions of Section 5(v), (vi) and 20(e)  
of the Act)*

**A) Award of degrees, diplomas, certificates and other academic distinctions:**

- (1) The convocation for the purpose of conferring Degrees or Diplomas shall ordinarily be held once a year at the University and on such dates as may be decided by the Chancellor:

Provided that the Degrees or Diplomas may also be conferred in absentia.

- (2) The Chancellor and, in his absence, the Vice Chancellor shall preside over the convocation.

- (3) The Vice-Chancellor, with the prior approval of the Chancellor, shall invite a distinguished person to address the convocation.

- (4) The Vice- Chancellor shall present a report on the progress of the University at the annual convocation.

- (5) The students who have passed their examinations in the year for which the convocation is held shall be eligible to be admitted to the convocation. Provided that in case the convocation is not held in a particular year for any reason, the Vice- Chancellor shall, with the prior approval of the Chancellor, be competent to authorize admission of successful students in that year to the respective Degrees or Diplomas in absentia and shall issue Degrees or Diplomas on payment of prescribed fees.

- (6) The fee for admission to the Degree or Diploma in absentia shall be such as may be decided by the Board of Governors from time to time.

- (7) The procedure to be followed at the convocation will be as prescribed in the Regulations.

- (8) Each award of Degree at undergraduate and postgraduate level and post graduate diploma for both Open and Distance Learning and Online mode shall be assigned a unique identification number and shall have photograph and Aadhaar number or other government recognised identifier or Passport number, as applicable, along with other relevant details of the learner along with the Programme name. Each award shall also be uploaded on the National Academic Depository.



(9) It shall be mandatory for University to mention the following on the backside of each of the degrees/certificates and mark sheets issued to the learners (for each semester certificate and at the end of the programme):

- (i) Mode of delivery;
- (ii) Date of admission;
- (iii) Date of completion;

**B) Withdrawal of Degrees, Diplomas, Certificates and other academic distinctions.**

(1) Degree or Diploma or Certificate awarded by the University may be withdrawn in case of the following :

- (i) Gross misconduct in any of the University examination;
- (ii) Making use of forged, false or manipulated documents or misleading declarations to gain admission to a course of study to which he was not entitled;
- (iii) Gross professional misconduct amounting to abuse of the Degree or Diploma or Certificate awarded by the University;
- (iv) Any other misdemeanour considered as tantamount to gross misconduct by the Academic Council and the Board of Governors.

(2) Any person aggrieved by an order under clause (1) may, within thirty days of communication of the order, prefer an appeal before the Chancellor, whose decision thereon shall be final.

**C) Conferment of Honorary degrees**

- 1) All proposals for conferment of honorary degrees shall be initiated by the Vice-Chancellor who, after consultation with the Academic Council, shall submit the proposal to the Board of Governors for final approval.
- 2) Not less than two-thirds of the members of the Academic Council recommend that an honorary degree or other academic distinction be conferred on any person on the ground that he/she is in their opinion, by reason of eminent position and attainments, a fit and proper person to receive such degree or other academic distinction and where their recommendation is supported by a majority of not less than two-thirds of the members of the Board of Governors present at a meeting of the Board, such majority comprising not less than one-half of the members of the Board, the Board may confer on such person the Honorary degree or other academic distinction so recommended without requiring him/her to undergo any examination.



- 3) Honorary degrees shall be conferred at convocation to be convened on such date and time as the Chancellor may decide and may be taken in person or in absentia.
- 4) The person, on whom an honorary degree is to be conferred, shall be presented by the Vice-Chancellor.
- 5) The Chancellor and in his absence, the Vice-Chancellor shall preside over the convocation for conferment of such honorary degree.
- 6) The procedure to be followed at the convocation for conferment of honorary degree shall be the same as prescribed by the Regulations for holding the convocation to confer degrees or diploma.

D) Conduct of Convocation

- (1) Not less than four weeks' notice of the Convocation shall be given by the Registrar or an Officer designated for the purpose by the Vice-Chancellor.
- (2) The Registrar or the Officer designated for the purpose, shall issue notice along with a copy of the programme of the Convocation to each member of the Convocation for the information about the process to be observed at the Convocation.
- (3) Candidates for the degree/diploma must submit their applications to the Registrar or the Officer designated on or before the date prescribed for the purpose, for the award of the degree/diploma at the Convocation in person or in absentia.
- (4) The Chancellor, Vice-Chancellor, Chief Guest, the other members of the Academic Procession and the candidates receiving degrees/diplomas, shall wear the academic robes as specified by the Board of Governors.
- (5) The Academic Procession shall comprise of the Registrar, Directors of the Schools of Studies, members of the Planning Board, Academic Council, Board of Governors, the Vice-Chancellor, the Chief Guest and the Chancellor. The procession shall be led by the Registrar, followed in double file by the Directors of Schools of Studies, Members of the Planning Board, Members of the Academic Council, Members of the Board of Governors, the Vice-Chancellor, the Chief Guest and the Chancellor, in that order. The persons forming the Academic procession shall assemble and stand in the prescribed order. They will be introduced to the Chancellor/ Chief Guest by the Vice-Chancellor after which the procession will enter the hall.
- (6) The members of the Academic Procession shall take the seats on the dais as reserved for them. The seating will be arranged in such a way that the members

of the Board of Governors will occupy the front rows followed by the members of the Academic Council, the Planning Board, and Directors of Schools of Studies in that order. The Registrar will be allotted a seat nearest to the left side of the podium.

- (7) When the Academic Procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the Procession have taken their seats.

(8) Invocation

The Registrar requests the Chancellor/Vice-Chancellor in the following words to open the Convocation:

- a. "Chancellor/Vice-Chancellor, Sir, I request you to declare the Convocation open."

- (9) The Chancellor/Vice-Chancellor will declare the convocation open in the following words:

- a. "I declare the Convocation open"

- (10) The Vice- Chancellor shall present the progress report of the University. After the presentation of the report, the Vice-Chancellor shall request the Chancellor to address the gathering.

- (11) The Chancellor will address the gathering.

- (12) The Chancellor/Vice-Chancellor will then say: "Let the candidates for the award of Degrees, Diplomas be presented."

- (13) The Director of School concerned or member of the Board of Governors, as the case may be, will present the candidates for Degrees/Diplomas in the following words:

- a. "By virtue of the authority vested in me as the Chancellor/Vice-Chancellor of Jagat Guru Nanak Dev Punjab State Open University, I award you the degree/diploma in and charge you to be worthy of the qualifications that you have earned."

- (14) The candidate receiving the Degrees/Diplomas shall stand while they are being presented and remain standing until the Chancellor/Vice- Chancellor admits them to the respective Degrees/Diplomas.

- (15) The Chancellor/Vice-Chancellor will admit the candidate to the degrees/diplomas in the following words:-

- a. "Sir, I present to you candidate of Degree/Diploma in including candidates in absentia, whose names are given in the list, who have successfully completed the programme and have been found qualified for

the award of the Degree/Diploma in---. I request that Degree/Diploma be awarded to them."

(17) The Honorary Degree(s), if any, shall be conferred by the Chancellor/Vice-Chancellor on presentation of the Candidate(s) who are to receive degree(s) by the person appointed for the purpose, who will read the citation.

(18) The Chancellor/Vice-Chancellor shall confer the Honorary degree in the following words:

a. "By virtue of the authority, vested in me as the Vice-Chancellor of Jagat Guru Nanak Dev Punjab State Open University, I confer on you the Degree of (honoriscausa)."

(19) The Chancellor/Vice-Chancellor will request the Chief Guest to award the Medals to the eligible candidates. The Directors of Schools concerned or Member of the Board of Governors as the case may be, will present the candidates for award of Gold Medal in the following words:

a. "Sir, I present to you the candidate for the award of the medals as they have been found meritorious. I request that the University Medals be awarded to them."

(20) The Chancellor/Vice-Chancellor will then request the Chief Guest to address the Convocation.

(21) The Registrar shall obtain the signatures of the Chancellor/Vice-Chancellor in the Convocation Register.

(22) The Registrar will request the Chancellor/Vice Chancellor, in the following words to close the Convocation:

a. "Chancellor/ Vice-Chancellor, Sir, I request you to declare the Convocation closed".

(23) The Chancellor/Vice-Chancellor will declare the convocation closed in the following words:

a. "I declare the Convocation closed."

(24) The National Anthem (All present to stand).

(25) The academic procession will then leave the Convocation Hall, in the reverse order.

The degree/diploma holders and the audience in the Hall will remain standing till the procession has left the hall.

**CHAPTER VI****ESTABLISHMENT AND CONSTITUTION OF SCHOOLS AND CENTRES**

*[Regulations under and consistently with the provisions of Section 20(f), (g) of the Act]*

Schools shall be established for Open and Distance learning as follows:

**1. Schools**

- (a) The University shall establish designated Schools of Studies for design and development and running programmes programmes in Open and Distance Learning and Online modes.
- (b) The involvement of permanent and/or full-time dedicated faculty of Schools of Studies/Departments in the online programme(s) shall be as per the Act.
- (c) Course Coordinator (One per Course): A programme may have more than one Course. In such a case, one full-time dedicated Faculty at the level of Professor or Associate Professor or Assistant Professor in the subject area of the concerned Course shall be Course Coordinator for each of the Courses of a programme. The Course Coordinator shall coordinate the development, delivery and assessments of the learners in the Course.

**2. Conditions for establishing Learners Support Centres to be admitted to the privileges of the University as also the withdrawal of such privileges:**

- a) The University shall, ensure that only a College/ Centre or Institution affiliated to a University or a Government recognised Higher Educational Institution offering programmes in the same broad areas having the necessary infrastructure and human resources for offering the programme, shall be admitted as a Learner Support Centre based on the approval of the University.
- b) Provided further that a Learner Support Centre of the University should be in the State of Punjab only.
- c) Provided also that a Special Learner Support Centre for imparting instruction to persons referred to in the Persons with Disabilities Act 2016 and other persons in difficult circumstances, including jail inmates, shall be admitted as a Special Learner Support Centre based on the approval of the Board of Recognition of the University.
- d) Provided also that, in case of exigency or non-availability or non-willingness of an institution/College as specified above for a specialized programme or

a special component of a programme, the University shall activate Work Centre/ Learning Support Centre at the Government aided/ affiliated/recognized Research and Extension Institutions such as Krishi Vigyan Kendras, State Training Institutes/Industrial Training Institutes; Government Organizations/ Departments; Accredited Laboratory; Government Licensed Industry; and approved Vocational Institutes having infrastructure, facilities and human resource as specified by the Statutory bodies for a programme or a few courses of a programme; based on the approval of the Board of Recognition of the University.

- e) Provided also that a Learner Support Centre shall not be set up under a franchisee agreement in any case.
- f) A Learner Support Centre shall be the contact point or centre managed by the University for providing academic as well as administrative support to its learners and shall perform such other functions as specified in UGC Regulations.
- g) The Learner Support Centre shall be headed by a Coordinator who shall be a regular teacher not below the rank of a qualified Assistant Professor of the concerned College or Higher Educational Institution and assisted by the eligible academic counsellors.
- h) The University shall have a Standard Operating Procedure for the smooth functioning of the Learner Support Centre which shall include functions of the Learner Support Centres and its different functionaries, monitoring mechanism of different services provided by the Centre, and it shall be mandatory for the Learner Support Centre to maintain the learner data related to conduct of counselling sessions, evaluation of assignments and grievance redressal.
- i) The withdrawal of a Learner Support Centre of the University shall be vested with the Board of Recognition of the University.

3. Management of Learners Support Centres Founded or Maintained by the University:

The Colleges, Schools, Centres admitted to as Learner Support Centres shall be headed by a Coordinator, not below the rank of an Assistant Professor and shall be augmented with academic and non-academic staff depending on the number of learners, assigned for adequate support to the learners. There shall not be any restrictions in the capacity of intake in Open and Distance Learning programme at the Learner Support Centre or Work Centre and Main campus.

The capacity of intake per programme should be commensurate with the available qualified faculty in relevant area, well equipped laboratory, library, online connectivity and Information and Communication Technology facilities, and appropriate infrastructure, along with the following:

- a) Number of qualified academic counsellor to number of students shall be 1:100 per theory course;
- b) Number of qualified supervisors per practical course of 2 credits: 1:30 per practical course;
- c) Availability of laboratory: The laboratory should be in a recognised Higher Educational Institution/ Government aided/ affiliated/recognized Research and Extension Institutions offering a similar programme in conventional mode for a period of not less than 3years.

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## CHAPTER VII-A

### ADMISSION AND ELIGIBILITY OF STUDENTS TO ACADEMIC PROGRAMMES

*[Regulations under and consistently with the provisions of Section 20(h), (k) of the Act]*

Admissions and Eligibility:

1. Admission of learners to the University for a programme in Open and Distance Learning mode and/or Online mode shall be offered in a transparent manner and made directly by the Head Quarters of the University which shall be solely responsible for final approval relating to admissions or registration of learners.
2. The Student Registration and Evaluation Division will be solely responsible for student admission and registration and fee collection.
3. Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the University. The University shall—
  - (a) record Aadhaar details or other Government identifier(s) of Indian learner and Passport for an International Learner;
  - (b) seek any document in the form of certificates of degree, diploma or any other award or other document by a person for the purpose of verifying the prescribed minimum eligibility requirements as prescribed qualifying standards set by the UGC or any other regulatory authority or Council for such programmes of study;

- (c) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;
  - (d) exhibit such records as permissible under law on its website; and
  - (e) be liable to produce such record, whenever called upon to do so by any regulatory authority of the Government under any law for the time being in force.
  - (f) The University should offer the programs only after getting permission from UGC-DEB and other statutory bodies of the University.
4. The University shall publish, prior to the date of commencement of admission to any of its programmes in Open and Distance Learning mode and/or Online mode, a prospectus (print and/or in e-form) containing the following for the purposes of informing those intending to seek admission to the University and the general public:
- (a) each component of the fee, deposits and other charges payable by the learners admitted to the University for pursuing a programme in Open and Distance Learning mode and/or Online mode, and the other terms and conditions of such payment;
  - (b) the percentage of tuition fee and other charges refundable to a learner admitted in the University in case such learner withdraws from the University before or after completion of a programme of study and the time within, and the manner in, which such refund shall be made to the learner;
  - (c) there will be no fixed intake in respect of each programme of Open and Distance Learning mode and/or Online mode, unless specified by any regulatory authority or council;
  - (d) the conditions of eligibility including the minimum age of a learner in a particular programme of study, where so specified by the University, but in no case less than 18 years of age;
  - (e) the minimum educational qualifications required for admission in programme(s) specified by the University Grants Commission or relevant regulatory authority or council, or by the Academic Council, where no such qualifying standards have been specified by any regulatory authority;
  - (f) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details



of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test;

- (g) details of the teaching faculty, including therein the educational qualifications of teaching faculty and also indicating therein whether such member is employed on regular or contractual basis or any other;  
pay and other emoluments payable for each category of teachers and other employees;
- (h) information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres (for ODL programmes) and in particular the facilities accessible by learners on being admitted to the University;
- (i) broad outline of the syllabus specified by the appropriate regulatory body or by the Academic Council, as the case may be, for every programme of study;
- (j) activity planner/ calendar including all the academic activities to be carried out by the University during the academic sessions:

Provided that the University shall publish information referred to in sub-clauses (i) to (xi) on its website, and the attention of the prospective learners and the general public shall be drawn to such publication on its website and the University's admission prospectus and the admission process shall necessarily be over within the time period specified on the website of the University.

5. A learner residing within or outside India may enroll in any programme being offered by the University recognized by the UGC for offering programme under Open and Distance Learning mode provided that the University shall conduct all activities such as admissions, counselling and examinations etc. for learner strictly within the territorial jurisdiction of the University as specified in the Act.
6. A learner residing within or outside India may enroll in any programme being offered by the University recognized by the UGC for offering programme under Online mode.
7. The University shall offer programmes at Under Graduate Degree or Post Graduate Degree or Post Graduate Diploma levels in Open and Distance Learning mode and/or Online mode. The University shall offer Certificate or Diploma programmes in Open and Distance Learning mode and/or Online mode in the domains other than prohibited programmes as specified by the UGC, after obtaining recognition for offering such programmes by the UGC.
8. The University shall offer Certificate or Diploma programmes that are duly approved by the Academic Council, and the delivery mechanism conforms to the quality standards of the Open and Distance Learning education and/or online

education.

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## CHAPTER VII-B

### PROGRAMME STRUCTURE OF DEGREES, DIPLOMAS AND CERTIFICATES OF THE UNIVERSITY

*[Regulations under and consistently with the provisions of Section 20(i), (j) of the Act]*

#### A. Programmes and Structures:

- (1) The programmes in the disciplines (including their allied domains) of Engineering, Medical, Physiotherapy, Occupational Therapy and other Para-Medical disciplines, Pharmacy, Nursing, Dental, Architecture, Law, Agriculture, Horticulture, Hotel Management, Catering Technology, Culinary Sciences, Aircraft Maintenance, Visual Arts and Sports shall not be permitted to be offered in Open and Distance Learning Mode and Online Mode by the University in accordance with the UGC Regulations.
- (2) Such other Programmes not permitted to be offered through Open and Distance Learning mode and/or Online mode by any concerned statutory or regulatory body or council may be offered by the University provided that, the concerned statutory or regulatory body or council permits any of the prohibited programmes, as mentioned above, under its domain, in Open and Distance Learning mode and/or Online mode, the same has been considered by the UGC and the decision so taken has been notified by an Order of the UGC.
- (3) Degrees nomenclature at undergraduate and postgraduate level shall be in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and/or Online mode;

Provided the University has obtained recognition from UGC for offering such programmes of study and shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode.

- (4) The structure, duration and delivery of degrees (undergraduate and postgraduate) and post-graduate diplomas through Open and Distance Learning mode or Online mode shall be based on the credit system and as per UGC Guidelines and as specified in the UGC Regulations.
- (5) For all programmes in Open and Distance Learning mode, 20 and above credits per semester of 6 months duration shall be assigned. However, the number of credits for offering the degree or postgraduate diploma shall be as defined by the UGC from time to time. The minimum and maximum period for completion of post graduate degree, an undergraduate degree and a postgraduate diploma shall be as defined by UGC, i.e., minimum 3 years for the completion of an undergraduate degree and maximum within 6 years; and maximum 2 years for a post graduate degree and maximum within 4 years and the same shall be applicable for a postgraduate diploma programme.
- (6) Certificate programmes shall be of minimum 6 months duration and of 20 and above credits; and diplomas of minimum one- year duration of 40 and above credits. The maximum period for completion of Certificate programme shall be 2 years and a Diploma programme 3 years.

**B. Fees for Programmes of Study:**

- (1) In order to provide opportunities for Higher Education to a larger segment of the population and to promote the educational wellbeing of the community in general, the fee structure shall be devised by the University in such a manner that it is affordable to all the Learners including students from the deprived sections of society
- (2) The University shall, in respect of admission, to any programme in Open and Distance Learning mode and/or Online mode, accept payment towards admission fee and other fees and charges as may be decided by the Academic Council from time to time and declared by it in the prospectus for admission, and on the website of the University.
- (3) The fees shall be payable on such dates and by such mode as may be notified from time to time.
- (4) The University shall give a proper receipt in writing issued for such payment to the concerned learner admitted in to any programme offered by the University.

- (5) All the fees shall be paid only by way of online transfer, bank draft or pay order directly in favour of the University.
- (6) The University shall comply to the fee waiver and/or scholarship schemes for Scheduled Caste, Scheduled Tribe, Persons with Disabilities category of learners and students from deprived section of society in accordance with the instructions or orders issued by the Central Government or State Government
- (7) Students may claim refund of any amount lying at their credit within 12 months, failing which it shall lapse automatically.

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**CHAPTER VII-C**  
**CONDUCT OF EXAMINATIONS**

*[Regulations under and consistently with the provisions of Section 20(m) of the Act]*

**A. Terms of Office and Manner of Appointment and the Duties of Examining Bodies, Examiners and Moderators:**

- (1) The University shall conduct examinations twice a year at the end of each semester and it shall adopt the guidelines issued by the UGC for the conduct of proctored examinations.
- (2) The University shall have a mechanism well in place for evaluation of learners enrolled through Open and Distance Learning mode and/or online mode and their certification.
- (3) The evaluation shall include two types of assessments; (i) continuous or formative assessment; and (ii) summative assessment in the form of end semester examination or term end examination:

Provided that no end semester examination or term end examination shall be held in a subject unless:

- (a) the University is satisfied that at least 75 per cent. of the programme of study stipulated for the semester or year has been actually conducted;
- (b) provided also that the weightage for different components of assessments for both Open and Distance Learning mode and Online mode shall be as under:

- (i) continuous or formative assessment (in semester): Maximum 30 per cent.
  - (ii) summative assessment (end semester examination or term end examination): Minimum 70 per cent. The University shall notify all assessment tools to be used for formative and summative assessments.
- (4) Marks or grades obtained in continuous assessment and end semester examinations or term end examinations shall be shown separately in the grade card.
- (5) The University shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner.
- (6) The examination of the programmes in Open and Distance learning mode and/or Online mode shall be managed by the Student Registration and Evaluation Division of the University and shall be conducted in the Examination Centre(s) as given under these regulations.
- (7) The Examination Centre(s) shall be established with due approval of the Board of Recognition of the University.
- (8) All end semester examinations or term end examinations for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen-paper or online or computer-based testing) within the State of Punjab, in the Examination Centres as mentioned in these regulations. The Exams shall be under the direct control and responsibility of the Student Registration and Evaluation Division of the University.
- (9) All Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s), State Government Schools, etc. can also be identified as Examination Centre(s) under direct overall supervision of the Student Registration and Evaluation Division of the University and no Examination Centres shall be allotted to private organisations or unapproved Higher Educational Institutions.
- (10) The Learner Support Centres, as defined in the regulations and within the territorial jurisdiction of the University, can also be used as Examination Centres provided, they fulfill the criteria of an Examination Centre as defined as follows:
- (i) The Examination Centre shall have proper monitoring mechanisms for Closed- Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non- availability of the



Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular in charge of examination centre to the concerned Higher Educational Institution.

- (ii) The University shall retain all such Closed- Circuit Television recordings in archives for a minimum period of five years.
- (iii) There shall be an observer for each of the Examination Centres appointed by the University and it shall be mandatory to have observer report submitted to the University.
- (iv) The attendance of examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners.

(11) For Online mode the University shall conduct examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the AI based Proctored Examination and in conformity with any other norms for such examination as may be laid down by the UGC;

(12) As restriction of territorial jurisdiction is not applicable for Online learning, the University which is recognised to enroll international learners shall endeavour to conduct AI based proctored examinations for such learners.

(13) The attendance of online examinees shall be authenticated through biometric system as per Aadhaar details or other Government identifiers of Indian learners and Passports for International learners.

(14) The University will lay down standard operating procedure for development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts, result declaration etc.

B. Minimum Standards to be maintained at Examination Centres:

1. For Open and Distance Learning Programmes:

- (a) The examination centre must be centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students.
- (b) The number of examination centres in a city or State must be proportionate to the student enrolment from the region.

- (c) Building and grounds of the examination centre must be clean and in good condition.
- (d) The examination centre must have an examination hall with adequate seating capacity and basic amenities.
- (e) Fire extinguishers must be in working order, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions.
- (f) The Examination Centre shall have adequate and comfortable seating
- (g) Capacity and amenities including adequate lighting, ventilation and clean drinking water facilities.
- (h) Safety and security of the examination centre must be ensured.
- (i) Restrooms must be located in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working order.
- (j) Provision of drinking water must be made for learners.
- (k) Adequate parking must be available near the examination centre.
- (l) Facilities for Persons with Disabilities should be available.

**2. For Online Programmes:**

In addition to facilities mentioned in clause A& B, Online Examination shall have the following facilities, namely:

**(1) Requirements at Test Centres:**

- (a) Provide adequate test room(s)/space for given number of examinees;
- (b) Examinees must be seated with separation distance that restricts view of others work;
- (c) Examination Centres must have backup plans in case of power or application failure;
- (d) The online examination application must be tested before commencement of the examination;
- (e) The check-in area should be located near the entrance to the testing room, in an area separate from other activities;
- (f) The building, testing rooms and rest rooms must be accessible to people with disabilities, including wheel chair access;
- (g) Each test room shall have proctoring facility either through human proctors or through technology mediated proctoring.

**(2) Requirement of proctors:**

Each test centre requires one or more proctors in each room, whose responsibilities include the following, namely:

- (a) Monitor the testing room to maintain security;
- (b) Interact with the testing workstations to start or pause tests;
- (c) Report any irregularities;
- (d) Other activities to ensure credibility and transparency of the examination.

(3) Security arrangements in the testing centre:

- (a) Only authorised staff and if any external examiner(s) shall have access before exam time;
- (b) Only authorised staff and examinee shall have access during exams;
- (c) Authorised staff and external examiners to have only the level of access as required and mandated;
- (d) OS, Browser and the Software must be kept up-to-date and patched in a timely fashion;
- (e) The testing application shall be able to track and report all access attempts;
- (f) Each examination room shall have CCTV facility;
- (g) Centralised audio/video monitoring of all exam centres shall be ensured;
- (h) A separate examination application server or machine in each exam centre must be ensured which will be connected to a central server through virtual private network connectivity for secure delivery of question papers in encrypted form at a designated time prior to the exam;
- (i) Examination applications server must reside on a local area network in the same subnet to allow communication between test delivery applications without blocking any ports;
- (j) Audit Logging: the online examination system must provide a detailed audit logging facility recording activities like Login, Logout, Exam Access, Question Navigation, Answer Responses, etc. using techniques like geo-tagging which will make it possible to track the exact location of the user during online exam activity.
- (k) IP based Authentication and Authorization: the access and operation of the examination program must be restricted or limited to a certain specified number of IP addresses especially in the case of admin login to ensure complete safety for the examination.

- (l) Examination Centre has to be connected to the internet via a good internet connection with a minimum download speed of 4 Megabits per second (Mbps) and upload speed of 1 Megabits per second (Mbps) for online question paper delivery and uploading of scanned answer scripts.
- (m) There should be a separate device for Local Area Network (switch) and internet connectivity (router) instead of using an integrated device.
- (n) Staffs have to verify the student's original ID proof issued by Govt. of India with the ID proof for authentication.
- (o) External devices (i.e., mobile, pen drive, tab, laptop, smart watch etc.) or reading materials should not be permitted in exam centres.
- (p) The online exam platform will be accessible via user id and password which is unique for each student for each session and exam.
- (q) After examination, data shall be transferred in encrypted format through an encrypted virtual private network connection from examination application server to central server.

**(4) Remote Proctoring:**

Following security measures to be ensured for conducting online examination through remote proctoring:

- (a) Secure browser: there must be custom application pre-installed on the machine for the examination preventing opening of any other windows or application. This application must prevent Screen Capturing, Recording and Remote Login or taking output to a remote screen through Video Graphic Array (VGA), Universal Serial Bus (USB) or High-Definition Multimedia Interface (HDMI) ports features.
- (b) Remote Proctoring: remote proctoring shall involve image capturing in intervals or video streaming of the candidate through webcam or screen capturing of the current access screen of the candidate.
- (c) Data Encryption: Online examination system's data needs to be encrypted to prevent any kind of misuse. Question Bank and exam data must be stored in a highly secure and encrypted manner. The entire communication between server and client/student machine during the examination needs to be encrypted with a secure mode of communication.

**C. Examination Staff:**

- (a) Controller of Examinations shall be incharge: The Controller of Examination for all the University examinations conducted at the University approved

Examination Centres. He shall be responsible to make all necessary arrangements for smooth conduct of examinations in accordance with the rules and regulations of the University.

- (b) Paper Setter: A Professor/ Associate Professor/ Assistant Professor in that discipline shall be the paper setter for that course. However, with an approval of Board of Studies, external paper setters can be appointed from other Higher Educational Institutions who are working as Professor/ Associate Professor/ Assistant Professor in that discipline.
- (c) Paper setting: In case of semester end/ term end examination: Two sets of papers per course shall be set. One set shall be used for the of semester end/ term end examination for learners enrolled in that course. The other set shall be kept as a standby. These sets shall be presented for the scrutiny to the Moderation Committee. The Coordinator shall submit the final sets of semester end/ term end examination papers, model answers and marking scheme to the Director of the Student Registration and Evaluation Division along with an undertaking from paper setter.
- (d) Examiner: A Professor/ Associate Professor/ Assistant Professor in that discipline shall be the examiner for that course. However, with an approval of Board of Studies, external examiners can be appointed from other Higher Educational Institutions who are working as Professor/ Associate Professor/ Assistant Professor in that discipline.
- (e) Moderators: A Professor/ Associate Professor/ Assistant Professor in that discipline shall be the moderator for that course to ensure the quality of questions for semester end/ term-end examination and distribution of marks/ grades. However, with an approval of Board of Studies external moderators can be appointed from other Higher Educational Institutions who are working as Professors/ Associate Professors/ Assistant Professors in that discipline.
- (f) Constitution and functions of Moderation Committee:
  - (1) The Moderation Committee shall be constituted by the Director of the School. It shall consist of the following members:
    - (i) Director of the School-Ex-Officio Chairperson
    - (ii) Internal members (Professor/ Associate Professor/ Assistant Professor)-2

- (iii) External member (Professor/ Associate Professor/ Assistant Professor)-1
- (iv) Programme Coordinator- Coordinator

(2) Functions of Moderation Committee:

- (i) To check the level of difficulty of questions of question papers of term end examinations.
  - (ii) Scrutinize the questions of question papers of semester end/ term end examinations and give their advice regarding quality of the questions.
  - (iii) The Committee shall check the spread of marks for semester end/term end evaluation and ensure that marks allotted to a course fall within the predefined range.
  - (iv) The Committee shall ensure the following:
    - Appropriate coverage of syllabus;
    - Level of complexity of questions as prescribed in the curriculum indicating the level of the course; and
    - The distribution of complexity across the questions is suggested to be as follows: 70% average; 20% difficult and 10% very difficult.
- (g) Vigilance Squad: The University shall appoint vigilance squad which shall constitute of teachers/ other academics of the University and shall consist of at least one lady member. Squad shall have 3-4 members. The following shall be the functions of Vigilance Squad:
- (i) To ensure that the University Examinations are conducted as per rules and regulations laid down by the University.
  - (ii) To observe that examiners are following instructions scrupulously for conduct of the University examinations.
  - (iii) To ensure that the learners do not resort to malpractices at the time of University examination and report any such cases to the University.
  - (iv) Vigilance squad is authorized to verify the examination process without prior intimation and enter office of the in charge of the examination to check the records and other material relating to the conduct of examination. They can check the identity proof to ascertain authenticity of the candidate. Vigilance squad is authorized to detect the malpractices or unfair means in the university examination.

- (v) Chairperson of the Vigilance squad shall submit the report in the original to the Controller of Examination with a copy to the concerned in charge of the Examination Centre.
- (vi) Vigilance Squad may report their observation on compliance of examination rules and give suggestions to ensure compliance in case of lapses in the proper conduct of examination, if required.
- (h) Unfair Means Committee: The unfair Means Committee shall be appointed by the Vice Chancellor of the University to investigate the unfair means resorted by the learner/s at the University examinations. The Committee shall meet twice a year i.e. once for each semester. The term of the Committee shall be for two years.

Functions:

- (i) The Unfair Means Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned Competent Authority.
- (ii) The Competent Authority will issue final orders with a regard to the penal action to be taken against the learner/s after taking into account the reported facts and findings of the case by the Committee.
- (iii) It shall issue such final orders only after ensuring whether reasonable opportunity has been given to the concerned implicated learner in his/her defence, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the Categories of Punishment laid down in this behalf.
- (i) Malpractices and Lapses Committee: The Committee shall be appointed by the Vice Chancellor of the University to investigate the cases of malpractices used and / or lapses committed by the examination staff, paper-setters, examiners etc. The Committee shall meet twice a year i.e. once for each semester. The term of the Committee shall be for two years.

Functions:

On receipt of report regarding malpractices used or lapses committed in connection with the conduct of examination held by the University in breach of the



rules laid down for proper conduct of examination, the Malpractices and Lapses Committee shall have powers at any time:

- (i) To investigate such matters;
- (ii) To recommend punishment for such malpractices or lapses by recommending disqualification of the concerned paper setter, examiner or any other person connected with the conduct of examination from any examination, from any examination work either permanently or for a specified period or to refer his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or may award any one or more of the prescribed punishments.

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**CHAPTER VII-D**  
**DISCIPLINE, GRIEVANCES REDRESSAL, ALUMNI AND OTHER STUDENT**  
**SERVICES**

*[Regulations under and consistently with the provisions of Section 20(n) of the Act]*

**1. Maintenance of Discipline among students:**

- a) The powers regarding discipline and disciplinary action in regard to the students of the University shall be vested with the Vice-Chancellor. The Vice Chancellor may delegate all or any of his powers, as he may deem fit.
- b) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action as he may deem appropriate for the maintenance of discipline, the Vice-Chancellor may, in the exercise of his power, by order, direct that any student or students be expelled or rusticated for a specified period and not admitted to a course or courses of study in the University or a recognized institution for a stated period, or be punished with a fine for an amount to be specified in the order, or, debar him/ her from taking an examination or examinations conducted by the University or a recognized institution for one or more years or that the result of the student(s) concerned in examination or examinations in which he or she has appeared to be cancelled.
- c) The University shall lay down the detailed code of conduct for students.
- d) The Board of Recognition shall constitute committees to monitor the overall discipline and academic standards maintained including learner support services extended in the Colleges functioning as Learner Support Centres of the University.

**2. Student Grievance Redressal:**

In compliance of the UGC (Redress of Grievances of Students) Regulations 2019 and the amendments from time to time, the University will constitute Committees and Sub committees to redress grievances of the students with the objective of offering immediate and effective reprisal to the problems reported by the students and work towards providing a safe and secure atmosphere for the holistic growth of the students. The University will have the provision for an online portal for handling Student Grievances and will have the following mechanism in place:

- a) The University will constitute Committees for dealing with Student Grievances at different levels as under:
  - (i) Grievance Committee at the level of School/Division/ Centre/ Learner Support Centre/ Work Centre Level:
  - (ii) Review Committee: University level

(iii) Appeal mechanism: Appeals to the Vice Chancellor

- b) The University will be responsible for privacy and confidentiality of the aggrieved unless disclosure is necessary to proceed in the matter.
- c) The University will have online Complaint Handling Mechanism to submit online complaints through the interactive web portal and track their resolution status, which will be available on the website.
- d) The grievance shall be accompanied with the reasons for dissatisfaction and expected remedy.
- e) The learner shall give the reference of Online Grievance Registration Number generated at the time of submitting the complaint at the Learner Support Centre.
- f) The Head of concerned School/Division/ Centre/ Learner Support Centre/ Work Centre shall investigate the complaint(s) or refer the matter(s) to the Grievance Committee at its own level
- g) It shall be the responsibility of the Head of School/Division/ Centre/ Learner Support Centre/ Work Centre to monitor the progress and resolve the matter.

The Head of concerned School/Division/ Centre/ Learner Support Centre/ Work Centre of the University shall respond in writing (letters or email etc.) through offline or online mode giving reasons for a decision and action taken there to.

### 3. Transparency through Self-regulation

The University shall display on its website a joint declaration by authorized signatories i.e. the Registrar and Director of Centre for Internal Quality Assurance, authenticating that the following documents have been uploaded on the University Website:

- a) the establishing Act and Statutes empowering it to offer programmes in Open and Distance Learning mode and/or Online mode;
- b) copies of the letters of recognition from UGC and other relevant statutory or regulatory authorities;
- c) programme details including brochures or programme guides inter alia information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure;
- d) programme-wise information on syllabus, suggested readings, contact points for counseling/mentoring, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details (for Open and Distance Learning mode), their

working hours and counseling (for Open and Distance Learning mode)/mentoring (for Online mode) Schedule;

- e) important schedules or date-sheets for admissions, registration, re-registration, counseling /mentoring, assignments and feedback thereon, examinations, result declarations etc.;
- f) detailed strategy plan related to Online programme delivery, if any including learning materials offered through Online and learner assessment system and quality assurance practices of Online learning programmes;
- g) the feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and/or Online programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any;
- h) information regarding all the offered programmes recognized by the UGC;
- i) data of year-wise and programme-wise learner enrolment details in respect of degrees and/or post graduate diplomas awarded;
- j) complete information about Self Learning Material including name of the faculty who prepared it, when it was prepared and last updated for Open and Distance Learning Programmes; similarly, information about E-Learning Materials in 4 quadrants in case of Online programmes;
- k) a compilation of questions and answers under the head Frequently Asked Questions with the facility of online interaction with learners providing hyperlink support for Open and Distance Learning Programmes and Online Programmes;
- l) list of the Learner Support Centres along with the number of learners who shall appear at any Examination Centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner for Open and Distance Learning programmes;
- m) list of the Examination Centres along with the number of learners in each Centre for Open and Distance Learning programmes;
- n) details of proctored examination in case of Online programmes.

#### 4. Student Alumni and Placement Services

- a) Soon after the first batch of graduates successfully completes their programmes of study and are awarded degrees, the University should have a registered Alumni Association and should make efforts to register them in the Alumni

Association of the University. An online system shall be adopted for registering the alumni, collection of alumni fees, donations by alumni, etc.

- b) Alumni meetings shall be conducted thereafter to maintain an active and robust Alumni Association that will contribute to the development of the image and brand of the University.
- c) Also, a Placement Cell shall be established by the Vice-Chancellor with the approval of the Board of Governors to offer placement services to the passed-out learners.
- d) The cell will be headed by a Director who shall be a senior teacher/ other academic of the University, appointed for a period of three years. It shall have the same staffing pattern as any other cell of the University. The Placement Cell will be associated with the Alumni Association and all its activities.

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**CHAPTER VIII****INFORMATION AND COMMUNICATION TECHNOLOGY**

*[Regulations under and consistently with the provisions of Section 5(i), (iv), (vii) of the Act]*

1. The University shall have dynamic Information and Communication Technology based interactive communication system between Head Quarters, and Learner Support Centres and Work Centres as follows:
  - a) Log in email ID shall be generated for every learner so that learners can have a two-way communication, interact with various functionaries of the University and provide constructive feedback for improvement in Open and Distance Learning programme delivery;
  - b) Head Quarters and Learner Support Centres shall maintain a web portal giving all relevant and updated information about the Open and Distance Learning/ Online programmes being delivered. The content of these shall be updated at least on a weekly basis.
  - c) Learner Support Services Division shall collect a holistic report about all aspects of the functioning and quality of programme delivery of Learner Support Centres periodically especially on the organization and conduct of Academic Counselling Sessions, Student Evaluation and Examinations etc. on monthly basis.
  - d) These reports along with responses by learners shall be periodically analysed for the quality audit of a programme and its delivery besides the quality of performance of the Learner Support Centres and Work Centres.
  - e) Any remedial action shall be jointly ensured by the Head Quarters or Learner Support Centres or Work Centres promptly.
  - f) Regular visits, at least twice a year by the academic staff of the University for on-the-spot monitoring and interaction with functionaries of the Learner Support Centres and Work Centres, the learners and the academic counsellors.
  - g) Ensuring access of SWAYAM and other repositories of Massive Open Online Courses by the learners at Learner Support Centres and Work Centres.
  - h) Closure of Non-performing Learner Support Centre/ Work Centre:

In case a Learner Support Centre or Work Centre fails to adhere to the prescribed norms or guidelines, the University shall initiate action for closure of the centre by following due procedures, so that interests of learners are safeguarded by some alternative arrangement.

## 2. Design and Development of Self- Learning Materials in multiple media:

### A. For Open and Distance Learning mode

#### I) Learning Materials in Print Media:

- (a) Learning Material through print-media is termed as Self Learning Materials (SLM), being developed with the approach of making it self-explanatory, self-contained, self-directed, self-motivating and self-evaluating.
- (b) The Self Learning Material shall be self-contained providing complete course description comprising overview of units along with objectives, activities, assignments and additional resources.
- (c) There shall be description of credit value of each module or unit in the course.
- (d) The course material shall provide an environment for practice, at the learner's own pace and in his/her own time.
- (e) There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding activities, discussions and plagiarism.
- (f) The course shall be designed to teach concepts and skills that the learner will retain throughout the study.
- (g) There shall be multiple learning paths for engaging the learner in active learning.
- (h) The content shall provide opportunities for learners to engage in higher- order thinking, critical-reasoning activities and thinking in increasingly complex ways.
- (i) The following is an indicative list of quality standards for printed learning materials:
  - (i) The Self Learning Material shall be structured on the Learning Outcome based Curriculum Framework (LOCF).
  - (ii) The Self Learning Material shall be designed with the approach of two-way communication between the learner and content. The content of Self Learning Material shall be presented in an interactive, conversational format with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Materials
  - (iii) The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.
  - (iv) The learner should get clear information about the structure of the programme and course.



- (v) There shall be detailed concept/learning map in Self Learning Material for the learner so that he or she will be self-directed for completion of his or her studies with clearly stated learning outcomes.
- (vi) The Self Learning Material shall encourage learner to apply new knowledge and skills.
- (vii) The content of a course should be divided into a few Blocks on major related themes, each block containing a few Units on a major theme for effective learning.
- (viii) Units in the Self Learning Material shall be developed in defined formats with the following features, namely:
  - (a) Consistent layout and format;
  - (b) Inclusion of overview of content;
  - (c) A Unit structure: Introduction, and expected learning outcomes and reference to prior learning at the beginning of the unit and Summary at its end;
  - (d) Presentation of content in appropriate sequence in sections and sub-sections synchronized with learning objectives and outcome, containing plenty of examples including national or international case studies, wherever relevant;
  - (e) Explanation of icons, symbols, formula etc. used in content;
  - (f) Explanation on technical, new, difficult terms or word in a glossary/keyword section;
  - (g) Inclusion of adequate suggested reading (both print and online).

## **II) Audio–Video Material:**

The following is an indicative list of quality standards for audio-video materials:

- (a) The audio-video material shall supplement and complement the Self Learning Material and based on the curriculum structure.
- (b) There shall be adequate consideration of learner's prior knowledge, skills and attitudes.
- (c) Level and style of presentation and language shall be simple and appropriate to aid in self-learning.
- (d) There shall be clear information on types of support material and study activities to be used by the learner.
- (e) These shall be clear and unambiguous, also preferably free from pedagogic jargon.

- (f) The aim, objective and target audience for the audio or video material shall be clearly defined.
- (g) It shall conform to the learning outcomes.
- (h) There shall be clear guidelines with regard to the use of the audio or video material vis-a-vis other content of the course.
- (i) Audio or video material shall be developed in forms and formats that will be easily accessible by the learners and compatible with web- based delivery.
- (j) Audio or video material shall provide continuity and coherence within and between audio or video- based study sessions.
- (k) The content needs to be interactive with appropriate use of graphics, animations, simulation etc. to keep the learners engaged.

### **III) Online and Computer based Material:**

The following is an indicative list of quality standards for Online and Computer based materials:

- (a) The digital content should not be merely scanned files of the Self Learning Material. If content is scanned, it should be made available in accessible format such as Word Processing, Portable Document Format or E-Pub format.
- (b) The file size should not be very heavy so that the learners are easily able to access and download the content.
- (c) The course content in digital format shall be easy to navigate and searchable through metadata.
- (d) The digital content needs to be Unicode compliant so that font issues are not faced by the learners especially in the case of Indian languages.
- (e) Digital content should be accessible to all with special attention to the needs of the learners with disabilities.
- (f) The digital content shall be available across platforms and devices.
- (g) Since the learners may not have access to unlimited Internet data plan, it is advisable that the audio-video material is made available through streaming server instead of file uploaded as such on the server.
- (h) The compression of the digital files needs to be optimised so that the quality is not compromised and content is easily accessible.
- (i) For digital content, the appropriate required players need to be easily available or made available.

### **IV) Curriculum Design:**

- (a) The curriculum objectives shall be consistent with the mission of the University.

- (b) There shall be involvement of all the stakeholders in the process of framing the curriculum objective.
- (c) While designing the curriculum, the University shall take into consideration the University Grants Commission Model Curriculum and the Learning-Outcome based Curriculum Framework (LOCF) and incorporate local, regional, national and global needs.
- (d) There shall be rationale for the appropriateness of the curriculum to the stage of learning.
- (e) There shall be linkages of the curriculum to previous and subsequent stages of learning.
- (f) There shall be such learning experiences which allow a diversity of methods (like learning from practice, opportunities for distributed and concentrated practice, learning with peers, learning in formal situations inside and outside the department, personal study, specific teacher inputs etc).
- (g) The structure of curriculum shall be defined.
- (h) There shall be a complete strategy on teaching and learning methods.
- (i) The instructional methods or pedagogy and the media mix should be clearly spelt out.
- (j) A comprehensive methodology for assessment and evaluation should be clearly stated.
- (k) The content shall be reliable and justify the learning outcome(s).
- (l) There shall be clear definition of intended outcomes of learning, benchmarked to identifiable stages of learning.
- (m) There shall be the use of reference points and expertise from outside the University, if required, in programme design and in the processes of programme development and approval.
- (n) There shall be relevance of curriculum to national competency requirement.
- (o) There shall be description of credit value of each module or unit in the course as prescribed by UGC from time to time.

#### B. For Online mode

##### **E- Self Learning Material/ E-Module/ E-Learning Materials:**

The online courses should comply with the following Quality standards, namely:

- a) The courses should follow the following four quadrant approach, as per the SWAYAM Guidelines:

- (i) Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc. along with the transcription of the video.
  - (ii) Quadrant-II is e-Content; which shall contain; self-instructional material (digital Self Learning Material), e-Books, illustrations, case studies, presentations etc. and also contain Web Resources such as further references, Related Links, Open-source Content on Internet, Video, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development of the subject, Articles, etc.
  - (iii) Quadrant-III is the Discussion forum for raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team.
  - (iv) Quadrant-IV is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple- Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.
- (b) The courses shall be rich in innovative presentation techniques to ensure that learner attention is retained.
- (c) It shall be the responsibility of the Course Coordinator to ensure that none of the graphics, animations, images, sound clips, video clips used are plagiarized or cited without formal permissions from owners.
- (d) A four-credit course shall typically have 20 hours of video content and 20 hours of reading material.
- (e) In Quadrant III, for every 250 learners registered for a programme, one Mentor can be appointed per course to facilitate the Course Coordinator. The Mentor shall be the subject matter expert adept in handling technology. The Course Coordinators and Mentors shall need to participate actively in the Discussion Forum. Apart from discussion forum other interactive platforms like web conferencing may also be considered.

**V) Preparedness of Learning Material recognition of programmes from UGC:**

**(A) The Programme Project Report (PPR) for UGC shall be prepared as follows:**

- (i) A Programme Project Report (PPR) of shall be prepared to introduce a new programme, which includes details of - (a) programme objectives and outcomes; (b) nature of target group of learners; (c) appropriateness of the programme with quality assurance for acquiring specific skills; (d)

programme content designing and developing; (e) cost estimates for development of the programme; and (f) admission, delivery and evaluation norms.

- (ii) The Programme Project Report is a self-disclosure by the University about launching the programme in the Open and Distance Learning mode and/or online mode. The University has to define specific aims and objectives for each of the academic programmes which will give the direction to launch a programme and will allow to focus on results. At the end, these aims and objectives will help to demonstrate what has been achieved. The programme shall be planned with clear deliverables and knowledge experiences to be gained.
- (iii) Programme Project Report is required to be prepared before introducing any new programme duly approved by the Academic Council of the University.

**(B)** For Open and Distance Learning mode: The preparedness level of Self Learning Material (SLM) at the time of submission of the Proposal to UGC shall have the following, namely-

- (i) Under Graduate Programmes (3 years duration): Self Learning Material should be ready in all respect for first two years and its approval by the Academic Council of the University.
- (ii) Post Graduate Programmes (2 years duration): Self Learning Material should be ready in all respect for first year and its approval by the statutory authorities and academic council of the University.
- (iii) For Post Graduate Diploma Programmes (2 years duration): Self Learning Material should be ready in all respect for first year and its approval by the Academic Council of the University.

**(C)** For Online mode: The availability of E-Learning Material at the time of submission of the proposal shall be as per the following:

- (i) For Post Graduate Level Programmes- First year e-learning material in four quadrants for each course and its approval by the Academic Council of the University;
- (ii) For Under Graduate Level Programmes- First three semesters e-learning material in four quadrants for each course and its approval by the Academic Council of the University;
- (iii) For Post Graduate Diploma Programmes- First year e-learning material in four quadrants for each course in the first year of study and its approval by the Academic Council of the University;

Provided that for remaining year/semester, the learning material for programmes shall be ready prior to beginning of next year/semester and same shall be intimated to the UGC.

#### **VI) Self learning Material Development**

- (i) The Board of Studies shall approve the list of subject experts for curriculum design, course writing and editing of the learning materials.
- (ii) The timelines for content writing and production shall be approved by Director of the School.
- (iii) Self-Learning Material shall be prepared by the teachers of the University and also involving nationally and internationally reputed subject experts of the country.
- (iv) The University may also adopt and adapt the Self Learning Material of other Higher Educational Institutions by entering into an agreement in order to ensure economy in utilization of national resources and prevention of reinventing of the wheel, after approval of the Academic Council.
- (v) The University may adopt MOOCs available on SWAYAM platform of the Government of India, wherever possible, after obtaining approval of the Board of Studies and the Academic Council.
- (vi) Audio and video programmes shall be developed by the teachers of the University as per the requirement of the academic programmes through outsourcing the same.
- (vii) All Self Learning Material shall be digitized including e-Self Learning Material/ E-Modules/ E-Learning Materials shall be made available to the learners on web portal, mobile app, etc.
- (viii) The teacher in-charge of a programme of study shall be referred to as the Programme Coordinator and shall serve as a liaison between course writers and editors. He shall contact the approved course writers and editors for content writing and editing of the courses approved in the programme structure.
- (ix) The acceptance letter to be issued to the approved course writers shall cover the norms for writing the course, allotted study load, number of units required as per credits allotted to the course, formatting guidelines, and timelines within which the activity is expected to be finished. It shall also specify the remuneration for the activity.
- (x) The Programme Coordinator shall, issue acceptance letters to the approved editors of the course (s) who shall edit the content written by the course



writer and finalize the content by checking the authenticity and up to date content; language; and style of writing in conformity with preparation of Self Learning Material i.e. the content is self-explanatory, self-contained, self-directed, self-motivating and self-evaluating.

- (xi) After the content of the course(s) is ready the Programme Coordinator shall complete the format editing and final proof reading of the Self Learning Material and liaison with the agency/ vendor for outsourcing the production of the Self Learning Material. University shall select the vendor for doing this job as per the procedure and financial rules.
- (xii) The Self Learning Material shall be designed as per the University's house style and shall be approved by Director of the School before its launch.

#### **VII. Academic Counselling through multiple media**

Consistent with the objects of the University, the University will take such measures as are necessary to adopt multiple channels using Information and Communication Technologies (ICT) for enhancing effectiveness of Teaching- Learning Process.

- (i) The University shall adopt a multiple media approach to instruction. The different components being: Self Learning Materials, counselling sessions, both face-to-face and via other media.
- (ii) For practical courses in disciplines such as Science, Computers, etc. as well as in programmes having practical components, arrangements shall be made to enable students undertake practical classes at select Learner Support Centres/ Work Centres. Facilities available in the Learner Support Centre shall be displayed on the web portal of the University and also in the prospectus for the information of the students and other stakeholders.
- (iii) The University will have Synchronous Interaction provisions (video/audio conferencing, live chat etc.), Asynchronous Interaction provisions (Discussion Forum, Blogs, Wikis, etc.) and ensuring Learner engagement provisions (interactive content, activity management, group projects).
- (iv) The schedule of counselling sessions will be made available to the learners online and uploaded on the University website in advance.
- (v) The norms for the conduct of counselling sessions through various modes shall be in accordance with the credit value of the course and the duration and number of sessions shall be as per UGC Regulations.



- (vi) The eligibility for appointment of academic counsellors shall be the minimum qualifications as laid down in the UGC for appointment of teachers and other academic staff in the Universities and Colleges.

#### **VIII. Database Management and ERP**

- (i) In keeping with the objects of the University to use Information and Communication Technologies in its operations, the University will digitize and ensure transparency in its activities through an effective database management system and will use Enterprise Resource Solution (ERP) on all aspects for data-driven decision-making and to bring in ease in the documentation process.
- (ii) The University may either develop in house software for database management or hire the services of reputed firms providing ERP solutions with the approval of the Board of Governors.
- (iii) The ERP solutions will include: Applicant Database, Student database, Timetable Module, Attendance Module, Exam & Grading Module, Human Resource Management System (HRMS), Employee Information, Leave Management, Performance Appraisal, Finance & Accounts, Student Fee Management, Account Payable, Balance sheet, Purchase & Inventory Management., Self Service Portals for students & employees.
- (iv) The University gradually will move towards creating a virtual campus to experience a social networking like interaction with learners, faculty member and management representatives. The ERP may be upgraded to provide Learning Management System (LMS) for the learners' participation in online assessment through online tests, quizzes, etc. Learners can interact with their fellow learners, their mentors, faculty members and staff and access all resources online.

In case of rules under this regulations are not clear are silent then relevant provisions contained in the Gazette of India extra ordinary part III section 4 dated 04 Sept, 2020 University Grant Commission Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and amendments published from time to time and shall be applicable.

Chandigarh  
The 24th February, 2023

Jaspreet Talwar  
Principal Secretary to Government of Punjab  
Department of Higher Education and Languages